PRACTICAL-UNIT 1

1. Make a New Folder named UNIT_1.
(Desktop -> Right click -> New -> Folder)

2. Create a databse, RateList
Steps:
a. Start MS Access 2007 --> Blank Database,
b. Select the location of folder **UNIT_1.**
c. File Name box, type RateList
d. Click Create.

3. Create a Table, ProductList
Steps:
a. Create → Table Design.
b. Enter the field names and data types as given below:

Field Name	**Data Type**
ItemCode	Number
ItemName	Short Text
Qty	Number
Price	Number

c. Set ItemCode as the Primary Key.
d. Save the table as ProductList

4. Enter records in Datasheet View.

ItemCode	**ItemName**	**Qty**	**Price**
1031	Pizza	1	150
1014	Burgar	1	60
1042	Sandwich	1	50
1036	Doughnuts	1	50
1024	Cup Cake	1	60
1022	Juice	1	30

Steps:
a. Select table **ProductList**
b. Home → View → Datasheet View
c. Enter records
d. Save the table

5. Arrange the ItemName in alphabetical order.

Steps:

a. Select table **ProductList**
b. Click in the **ItemName** field.
c. Click Home → Sort & Filter → Ascending.
d. Click Home → Sort & Filter → Descending.

6. Create a query to display the record of items whose price is 50 and name it ItemQuery.

Steps:

a. Click **Create → Query Design**.
b. Add table ProductList
c. Add the Fields: ItemCode, ItemName, Qty and Price
d. In the **Criteria** row under Price, type = 50
e. Click **Run (!)**.
f. Save the query as **ItemQuery.**

7. Create a ProductList Form.

Steps

a) Select table ProductList
b) Click **Create → Form**.
c) Access automatically creates a form.
d) Save it as **ProductList Form**.
e) Use the form to View a ProductList information.
f) Move to the next record.
g) Add a new Record.
h) Edit an existing Record

8. Create a Report showing ProductList records.

Steps:

a. Select table ProductList
b. Click **Create → Report**.
c. Access automatically creates a report.
d. Save it as **ProductList Report**.
e. Open the report in **Print Preview**.