

Exercise 1 – Creating tables in a database

1. Open your database application.
2. Create and save a database with the name **Community College**.
3. Save the table as **Evening Classes**. Remove the primary key on the first field.
4. Add the following field names, data types and field properties.

| FIELD NAME | DATA TYPE | FIELD PROPERTIES |
|-------------|-----------|------------------|
| Course | Text | 25 |
| Code | Text | 6 |
| Day | Text | 3 |
| Weeks | Number | Integer |
| Size | Number | Integer |
| Cost | Currency | 0 decimal place |
| Employee No | Number | Long Integer |
| Room | Text | 5 |

5. Save the changes made.
6. Enter the following records into the table.

| COURSE | CODE | DAY | WEEKS | SIZE | COST | EMPLOYEE NO | ROOM |
|-------------|-------|-----|-------|------|------|-------------|------|
| Programming | P123 | Wed | 10 | 15 | €80 | 2511 | 31 |
| Accounting | AC08 | Thu | 20 | 20 | €150 | 1235 | 15 |
| Typing | TY53 | Mon | 10 | 18 | €70 | 1110 | 12 |
| ECDL | C113 | Mon | 6 | 20 | €40 | 4563 | 19 |
| Yoga | YO85 | Tue | 12 | 10 | €90 | 1140 | Gym |
| ECDL | C114 | Thu | 20 | 20 | €150 | 2511 | 31 |
| Spanish | SP128 | Wed | 15 | 15 | €100 | 1782 | 12 |
| Cookery | HO22 | Mon | 8 | 12 | €80 | 1117 | 5 |
| Aerobics | AE45 | Thu | 12 | 15 | €80 | 1789 | Gym |
| Databases | DP11 | Mon | 10 | 18 | €90 | 2511 | 32 |

7. Save and close the table.
8. Create a second table in the database. Use the following field names and data types.

| FIELD NAME | DATA TYPE | FIELD PROPERTIES |
|---------------------------|-----------|------------------|
| Employee No (Primary Key) | Number | Long Integer |
| Teacher | Text | 25 |

9. Save as **Employee Details**.

10. Enter the following records into the new table.

| EMPLOYEE NO | TEACHER |
|-------------|------------|
| 2511 | Murphy T |
| 1235 | Collins D |
| 1110 | Cahill A |
| 4563 | Watson B |
| 1140 | Dunphy M |
| 1782 | O'Reilly K |
| 1117 | Mullins C |
| 1789 | Wilson M |

11. Save and close the table.
12. In the **Evening Class** table, change the field size of the **Course** field from 25 to 20.
13. In the **Evening Class** table, move the **Employee No** field so that it's before the **Course** field.
14. In the **Evening Class** table, set an index on the **Course** field (Duplicates – Ok). Save the changes made. (Click **Yes** to the dialogue boxes that appear).
15. Add the following two records to the **Evening Class** table.

| EMPLOYEE NO | COURSE | CODE | DAY | WEEKS | SIZE | COST | ROOM |
|-------------|-----------------|------|-----|-------|------|------|------|
| 1110 | Basic Computers | C101 | Tue | 10 | 15 | €40 | 23 |
| 1110 | Basic Computers | C102 | Thu | 10 | 15 | €40 | 21 |

16. In the **Evening Class** table, insert a new field between the **Size** and **Cost** fields. Label this new field **Exam** set the data type as **Text**.
17. Enter the following data into the new field.

| EXAM |
|------|
| Yes |
| Yes |
| Yes |
| No |
| No |
| Yes |
| No |
| Yes |
| No |
| Yes |
| No |
| No |

18. Save and close the **Evening Class** table.