Access
Creating a simple database

**Purpose:** To demonstrate the ability to create a simple database using MS Access.

**Instructions:** Follow the instructions for Access Project 1 in the textbook for creating the Ashton James College database.

1. Read the introduction on pages AC4 to AC8 in your textbook.
2. Go through the following sections to create your database:
   a) Creating a new database (AC10 – AC14)
   b) Creating a table (AC15 – AC21)
   c) Closing and saving a table (AC21 – AC22)
   d) Adding records to a table (AC22 – AC29)
   e) Creating additional tables (AC32 – AC36)
   f) Using a query (AC36 – AC38)
   g) Using a form to view data (AC38 – AC42)
   h) Creating a report (AC42 – AC47)

   Put your name in the footer of the report. Select Design View for the report to add your name.

Hand in a hardcopy of your report. You DO NOT need to email it to me.