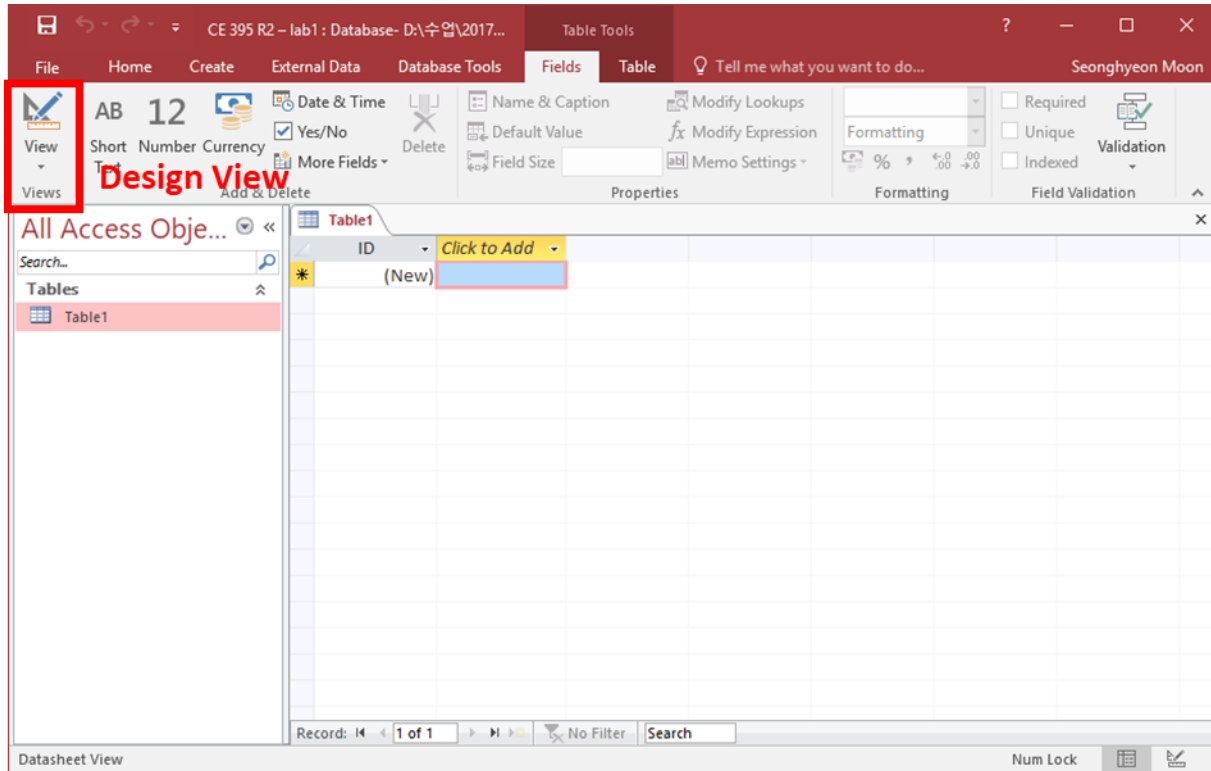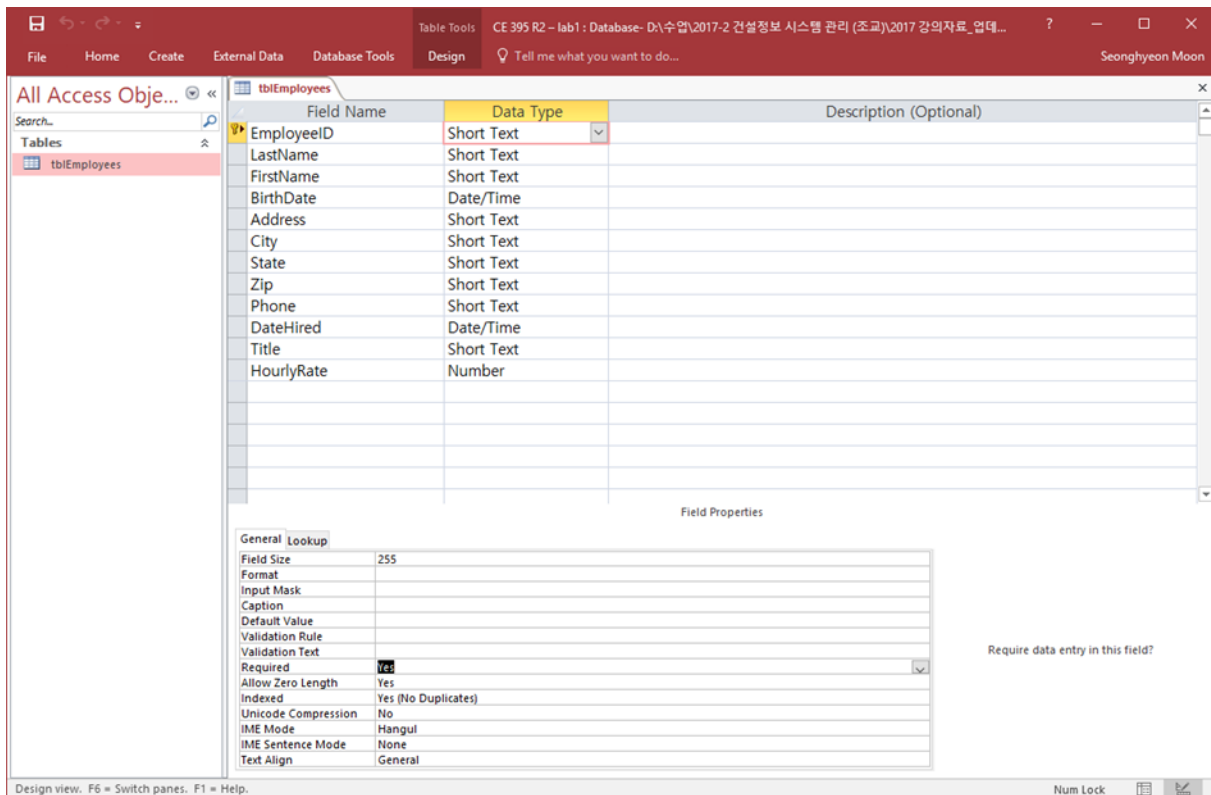Laboratory #1

Database, Tables, and Forms

Topics:

1. Database overview
2. Tables: creation, fields, data types, formatting, naming convention
3. Record sorting and locating
4. Basic forms design

1. Open a new database. Save as "ID_NAME_DATE.mdb" database. Create a new table in design view. (e.g. 2015-21288_Seonghyeon_20171016.mdb)

2. Create a table with these attributes. Save the table as "tblEmployees".

3. Add these records.
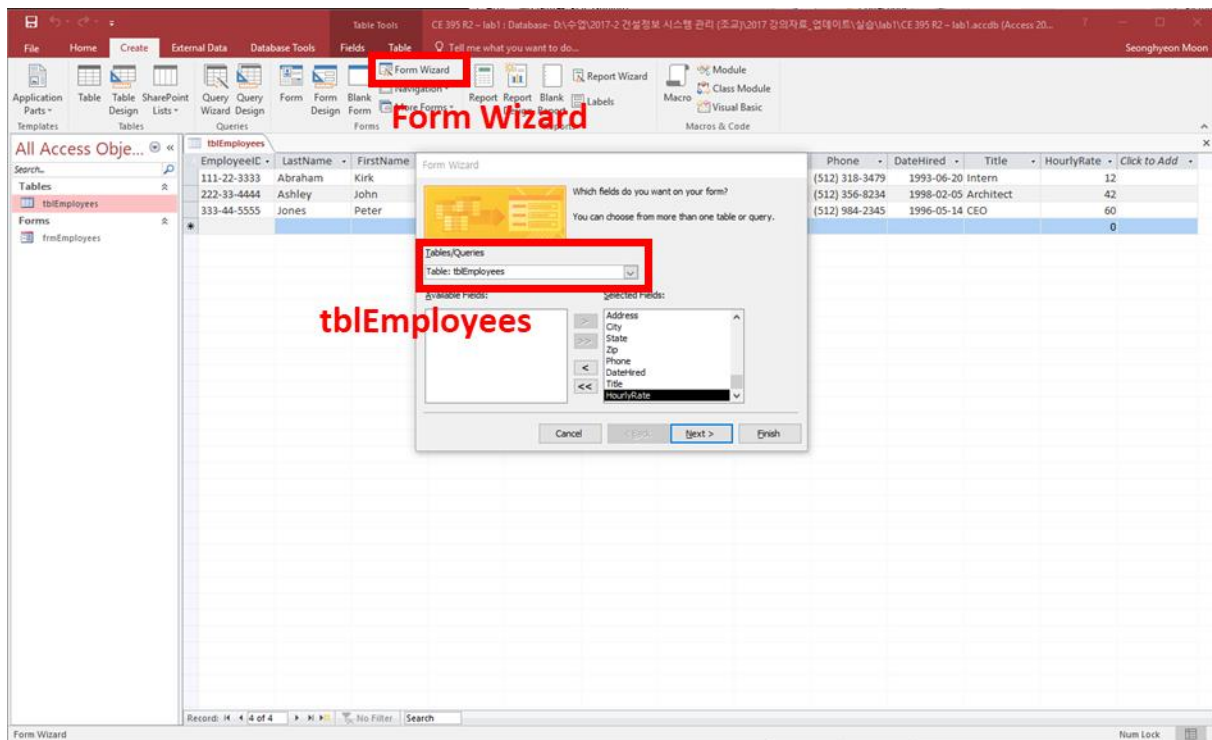

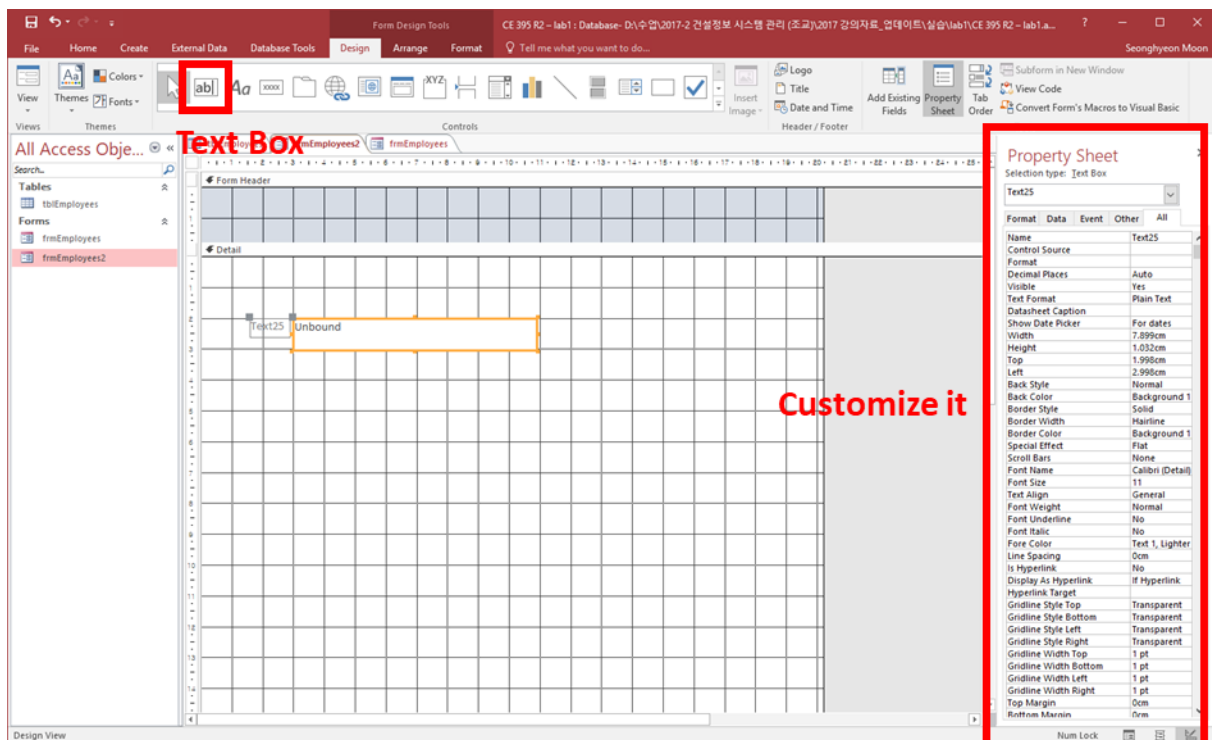4. Use input mask.

5. Use find.
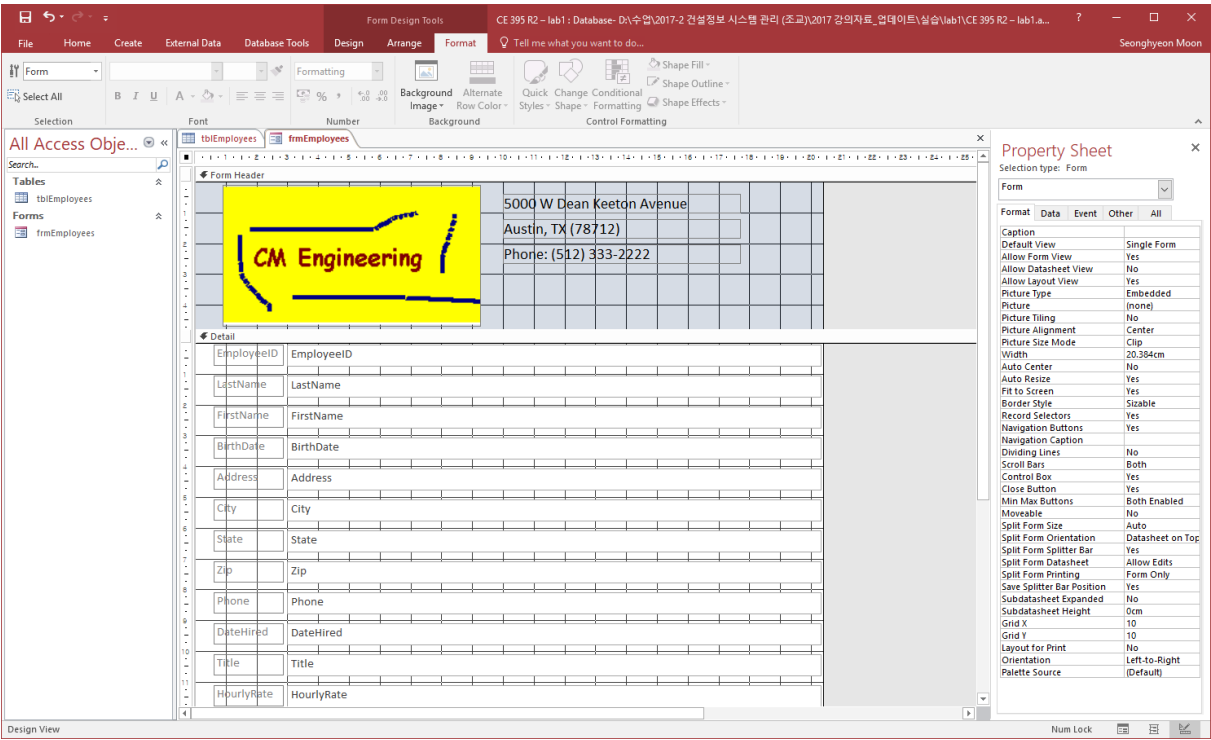

Ctrl + F

6. Create this form.

7. Create a new form using the design view. The record source is "tblEmployees".
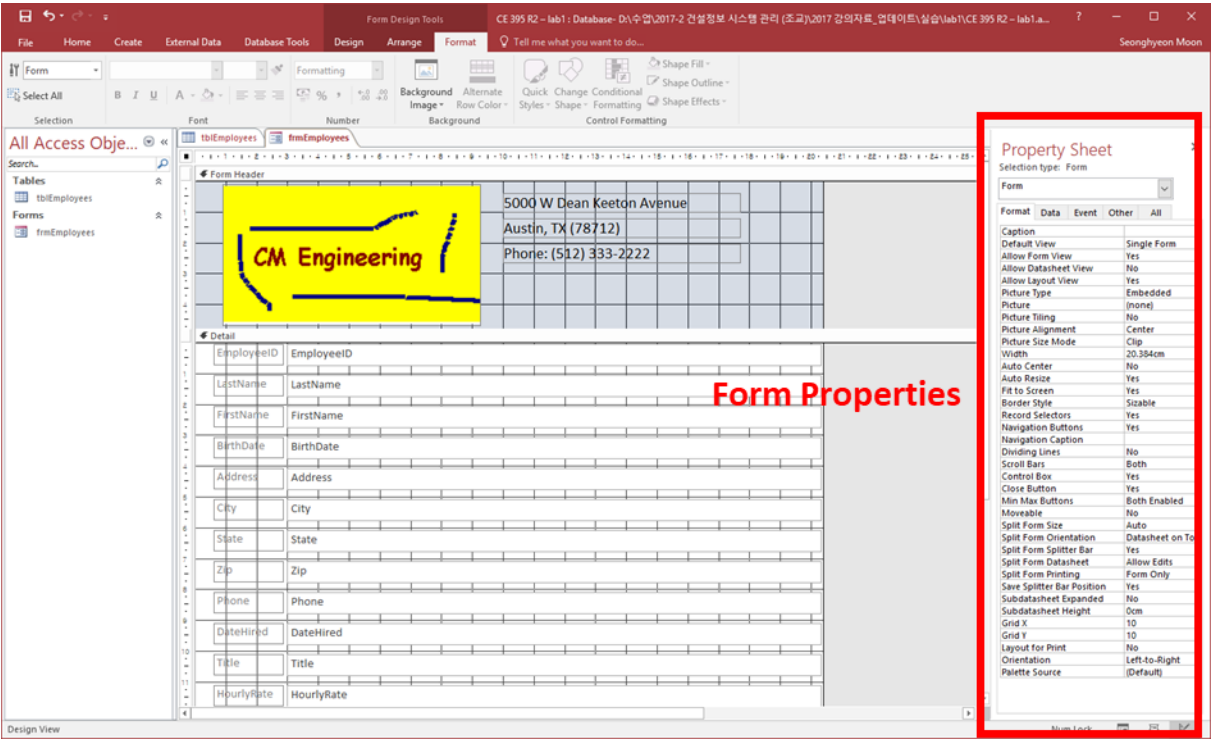

8. Add a text box and point it to correct control source.
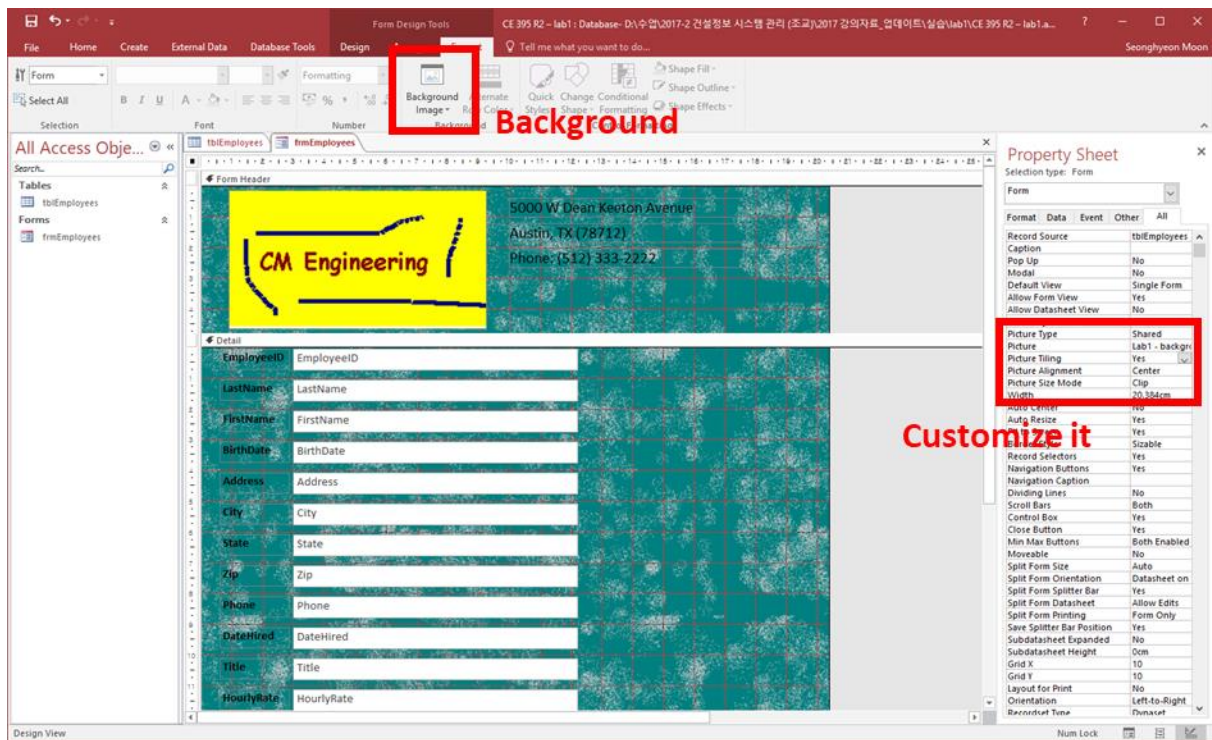
9. Add text boxes, labels, and images.

10. Check the form properties.

11. Add background.

12. Save it after all items have been added. Check if it works.