

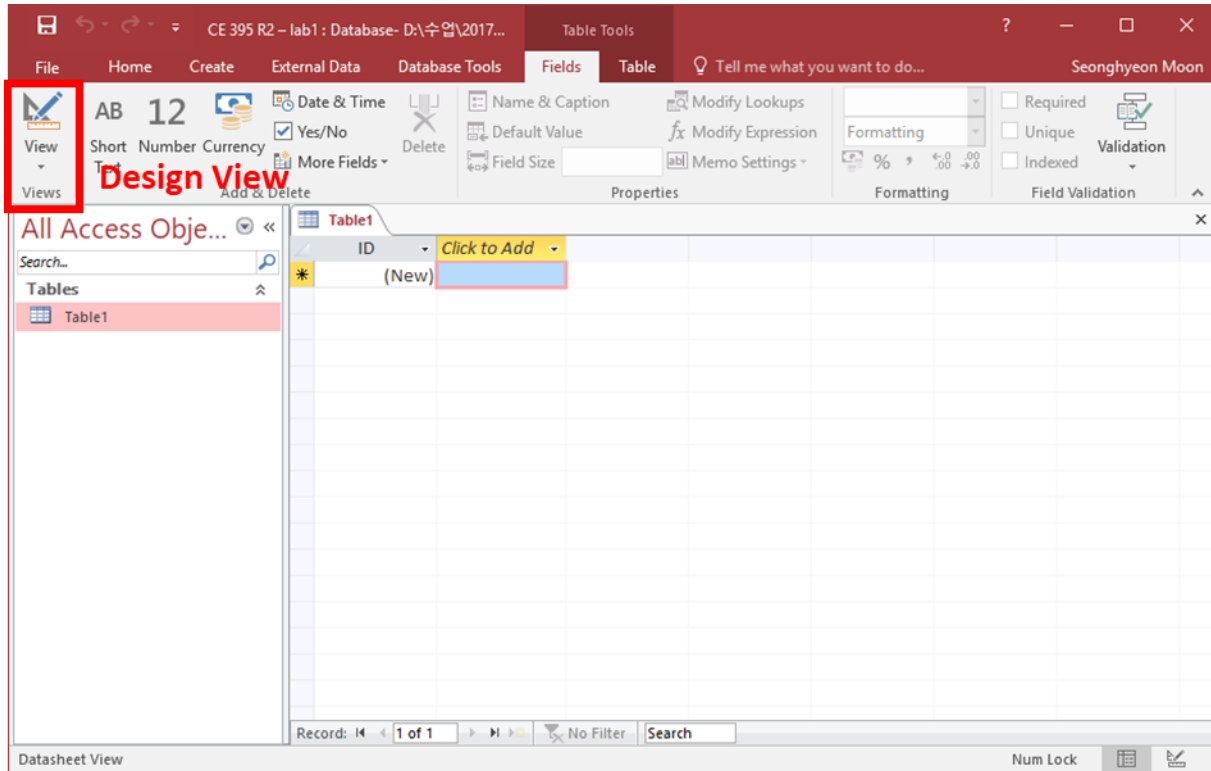
## Laboratory #1

### Database, Tables, and Forms

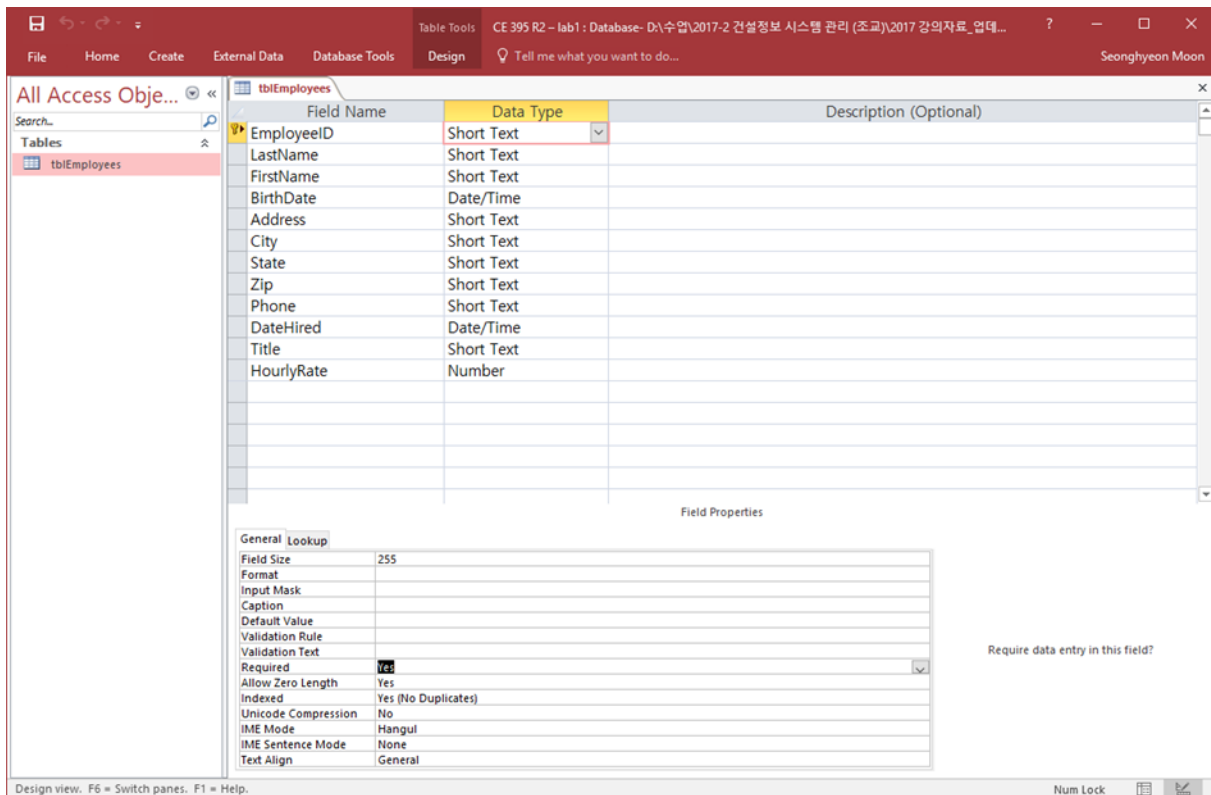
#### Topics:

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.

EmployeeID	LastName	FirstName	BirthDate	Address	City	State	Zip	Phone	DateHired	Title	HourlyRate
111-22-3333	Abraham	Kirk	1975-03-27	924 Lamar	Austin	TX	78712	(512) 318-3479	1993-06-20	Intern	12
222-33-4444	Ashley	John	1961-07-02	2150 Red River	Austin	TX	78712	(512) 356-8234	1998-02-05	Architect	42
333-44-5555	Jones	Peter	1956-12-23	986 Congress	Austin	TX	78712	(512) 984-2345	1996-05-14	CEO	60
											0

4. Use input mask.

**Input Mask Wizard**

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.

To change the Input Mask list, click the Edit List button.

Input Mask	Data Look
Social Security Number	111-22-3333
주민등록번호	960101-1234567
전화번호	(234)5678-9012
우편번호	123-456
Password	*****
Social Security Number	111-22-3333

Try It: [ ]

**Edit List** Cancel < Back Next > Finish

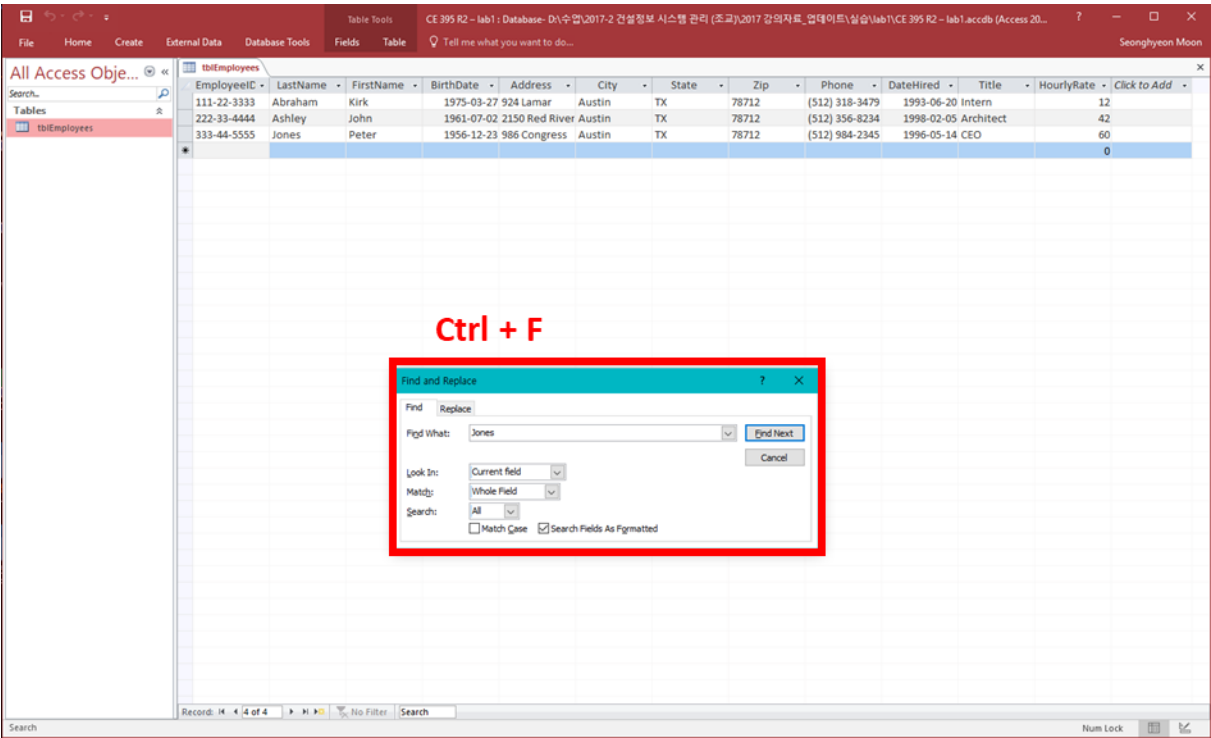
**You can customize it**

**Input Mask**

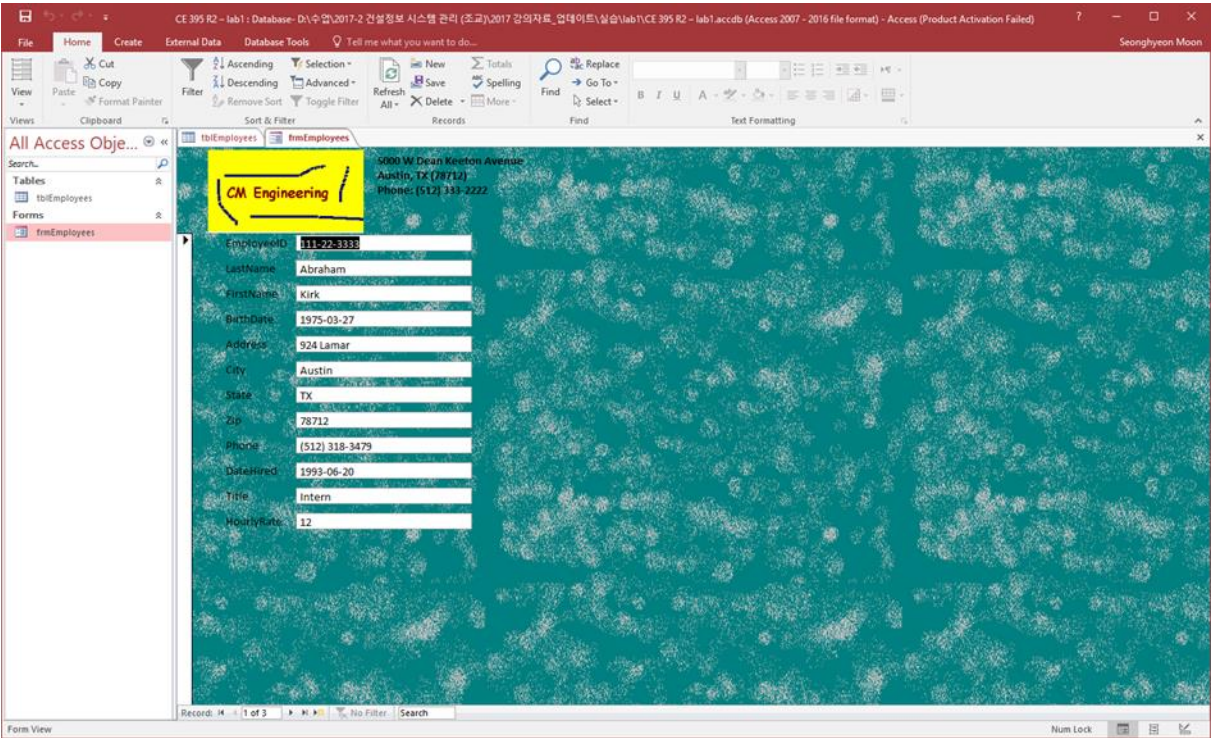
Field Properties

Property	Value
Field Size	255
Input Mask	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	No
IME Mode	Hangul
IME Sentence Mode	None
Text Align	General

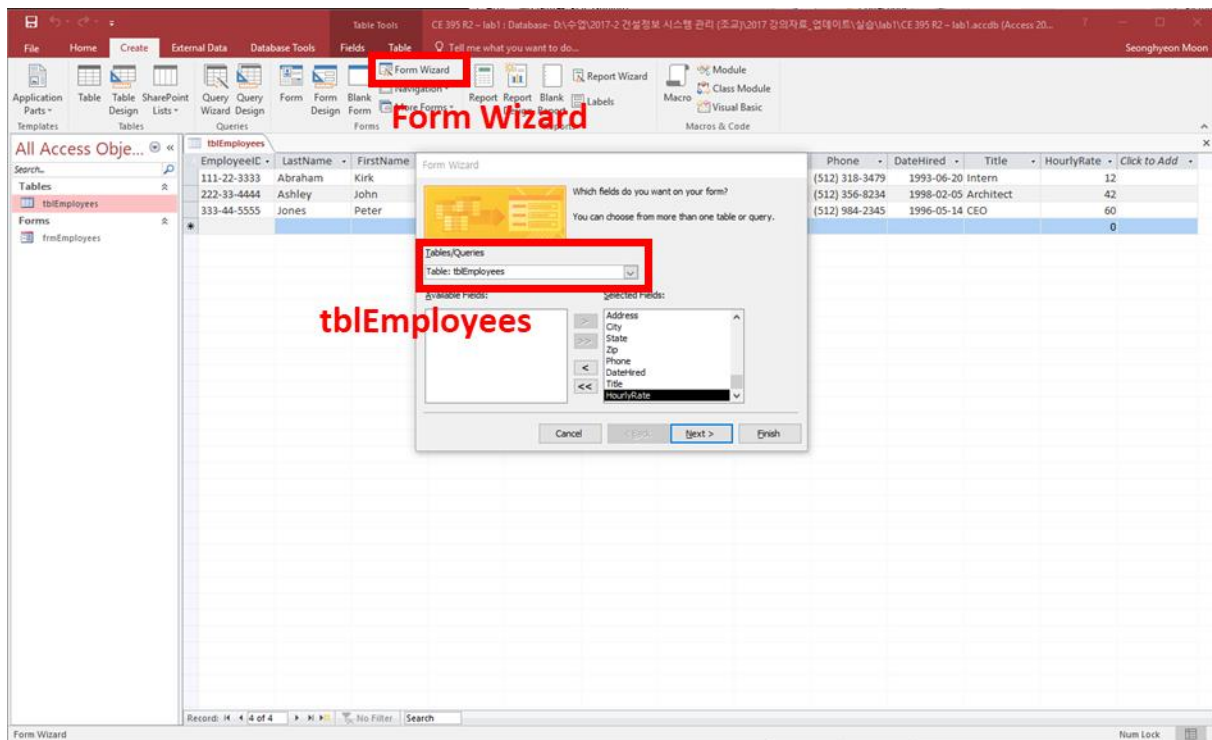
5. Use find.



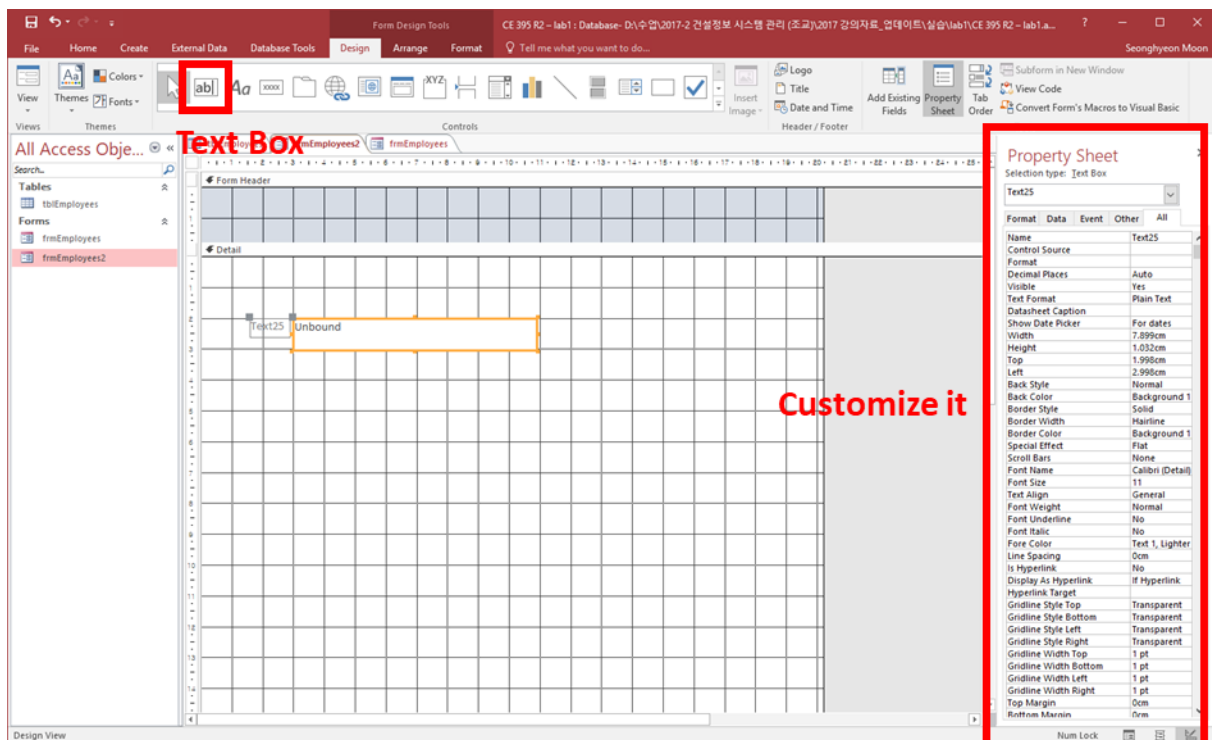
6. Create this form.



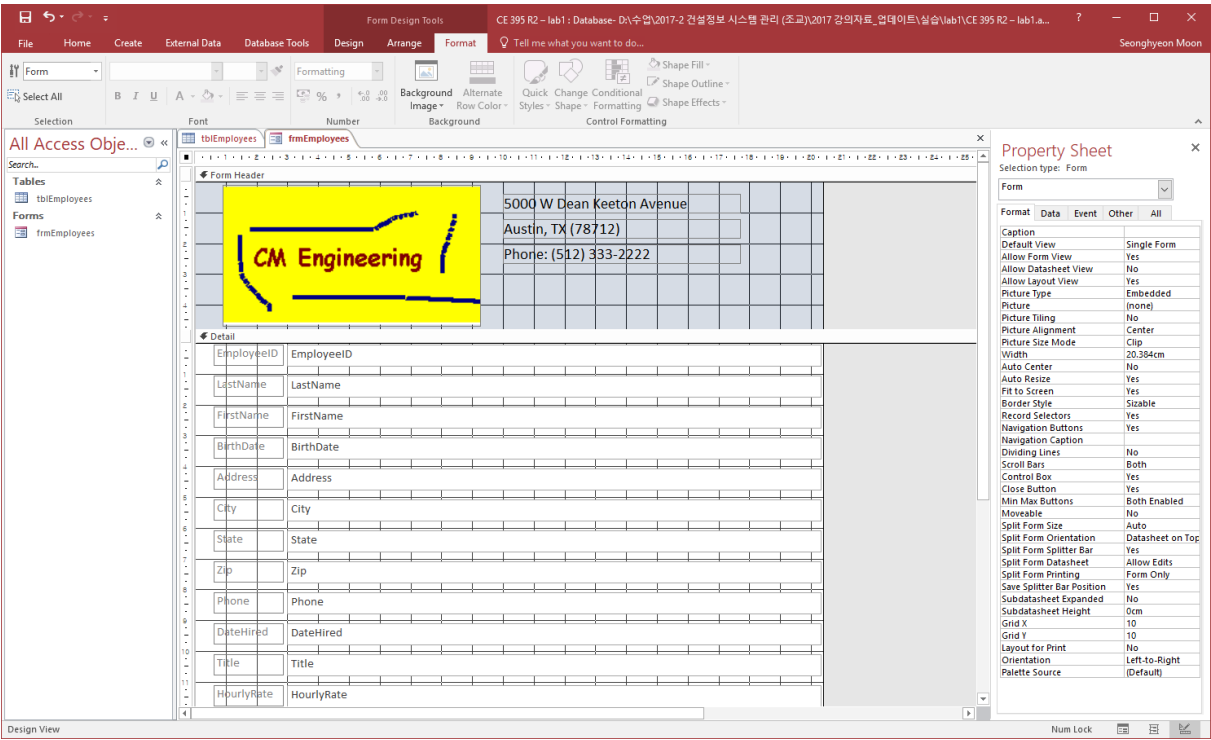
7. Create a new form using the design view. The record source is “tblEmployees”.



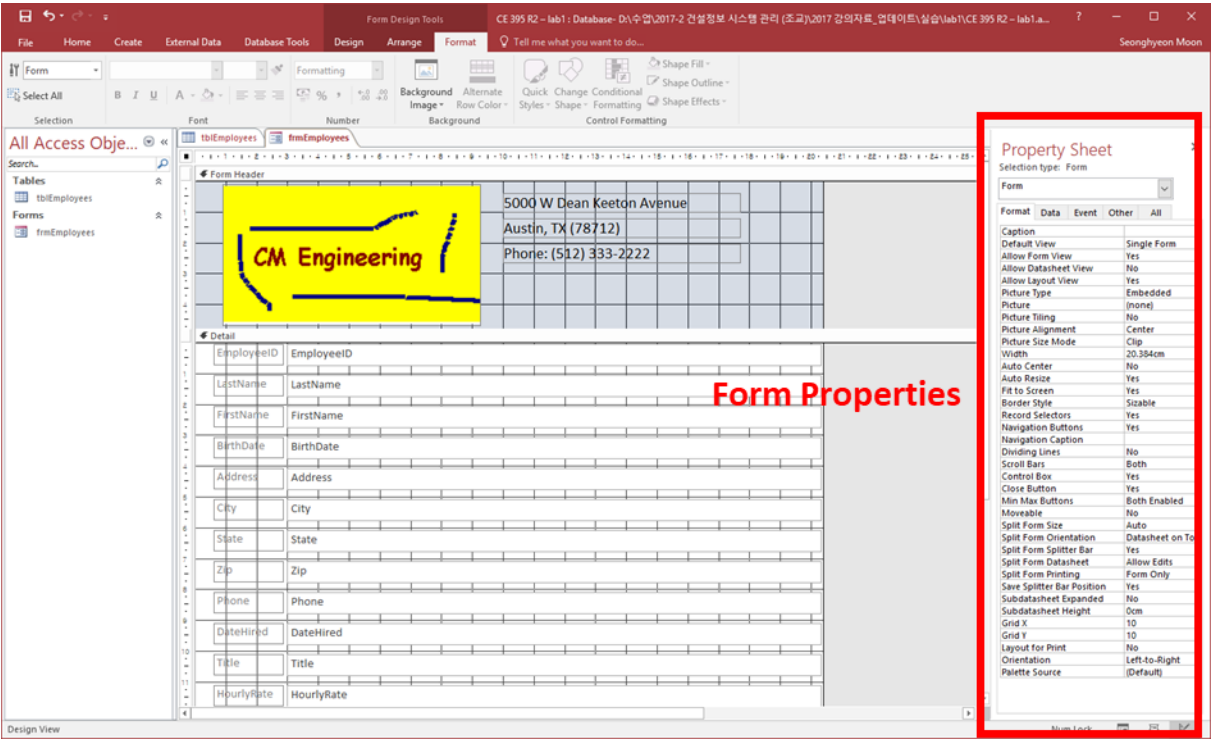
8. Add a text box and point it to correct control source.



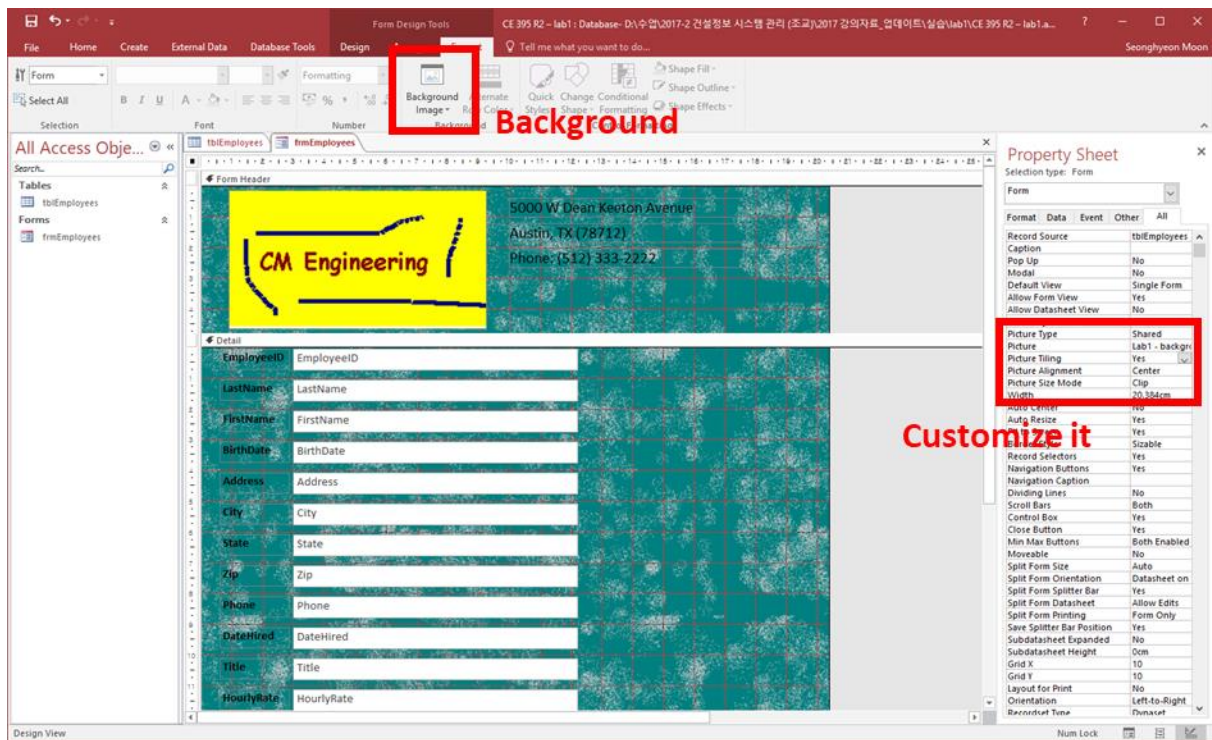
9. Add text boxes, labels, and images.



10. Check the form properties.



11. Add background.



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