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)

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

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3. Add these records.

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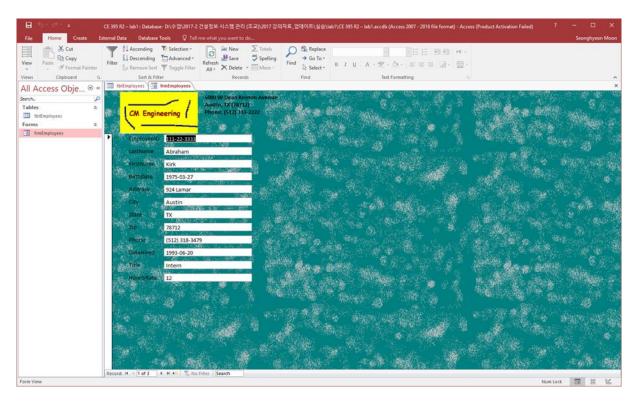
4. Use input mask.

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5. Use find.

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6. Create this form.



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

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

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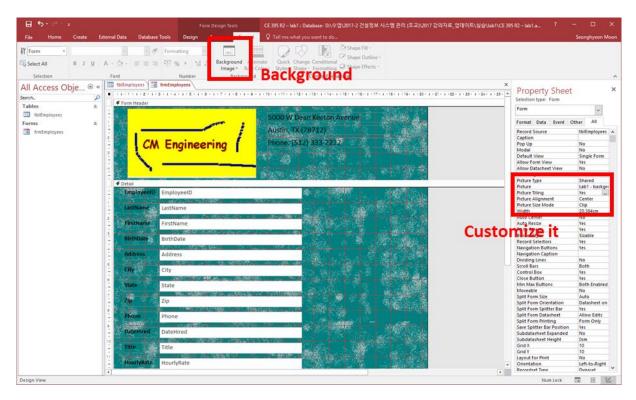
9. Add text boxes, labels, and images.

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10. Check the form properties.

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11. Add background.



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