

Student Name _____ Period _____ Date _____

INDEPENDENT PRACTICE: CREATE A DATABASE: B&B

Directions: In this activity, you will **work independently** to edit a database and complete the following tasks:

- Add fields
- Rearrange fields
- Add entries
- Format data types and field properties:
 - Date with Input Mask
 - AutoNumber (review)
 - LookUp
 - Yes/No

Part I

1. Open the **B&B_Student** database that has been sent to you **electronically** by your teacher. Save the database in your student directory according to teacher directions.
2. Open the database table **HistoricInns_Student**
3. Insert a field named **Children** after No. Rooms
 - a. Set the data type to Yes/No
 - b. Set the caption to Allows Children?
4. Add a field named **Setting** after the City field
 - a. Set the data type to Lookup
 - b. Key the values **Mountain** and **Town** in the lookup column
 - c. Set the caption to Mountain or Town?
5. Add a field named **Breakfast** after the Pets field
 - a. Set the data type to Yes/No
 - b. Set the caption to Breakfast?
6. Update the table by adding data to the new fields using the table below:

Historic Inn	No. Rooms	Allows Children?	City	Mountain or Town?	Breakfast?	Pets?
A Bed of Roses	5	No	Yes	Mountain	No	No
Abbington Green	8	Yes	Yes	Mountain	No	Yes
Albermarle Inn	11	No	Yes	Mountain	Yes	No
Biltmore Village Inn	6	No	Yes	Mountain	Yes	Yes
Blake House Inn	6	Yes	Yes	Mountain	Yes	Yes

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Historic Inn	No. Rooms	Allows Children?	City	Mountain or Town?	Breakfast?	Pets?
Carolina Bed & Breakfast	7	Yes	Yes	Mountain	Yes	Yes
Cedar Crest Victorian Inn	12	No	Yes	Mountain	Yes	No
Chestnut Street Inn	8	No	Yes	Mountain	Yes	No
Colby House	5	Yes	Yes	Mountain	Yes	No
Dry Ridge Inn	8	Yes	Yes	Mountain	Yes	No
Inn on Main Street	7	No	No	Town	Yes	No
Inn on Montford (1900)	5	Yes	Yes	Mountain	Yes	No
North Lodge on Oakland	6	Yes	Yes	Mountain	Yes	No
Owl's Nest Inn at Engadine	7	No	No	Town	Yes	Yes
Secret Garden (1904)	3	No	No	Town	Yes	No
The Hawk & Ivy	4	Yes	No	Town	Yes	No
The Lion and the Rose	5	Yes	Yes	Mountain	Yes	No
White Gate Inn and Cottage (1889)	6	Yes	Yes	Mountain	Yes	No

7. Move the Pets column behind the Breakfast column.

Part II: Answer the following questions:

1. What is the default value of a Yes/No field? _____
2. How many records are in the database? _____
3. How many fields are in the database? _____
4. What advice would you give someone about assigning field names?
5. How could this database be used on the Internet?

