

Student Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

**INDEPENDENT PRACTICE: CREATE A DATABASE: SURVEY**

**Directions:** In this activity, **you will work independently** to edit a database of survey information as you complete the following tasks:

- Set data types and field properties
- Enter data
- Add captions
- Use AutoNumber
- Add a field
- Delete a field
- Print a table

1. Open the **Survey\_Student** database that was sent to you electronically by your teacher and save it to your student directory
2. Add a field named **No.** in front of the **Age** field
  - a. Set the data type to AutoNumber
  - b. Set the caption to **Number**
3. Add a field named **NoChdrn** in front of the **Status** field
  - a. Set the data type to Number
  - b. Set the caption to **Number of Children**
4. Key the data for the added fields

Number	Age	Income	Gender	Number of Children	Marital Status
1	34	\$25,000.00	M	2	S
2	45	\$100,000.00	M	3	S
3	88	\$50,000.00	M	1	S
4	25	\$26,000.00	F	1	M
5	21	\$39,000.00	M	0	M
6	58	\$57,000.00	F	3	S
7	45	\$37,000.00	M	3	M
8	46	\$90,000.00	M	0	M
9	40	\$58,000.00	F	2	S
10	36	\$60,000.00	M	2	S
11	36	\$72,000.00	F	2	M
12	66	\$22,000.00	M	2	S

5. Follow teacher directions for printing, completing the final step of this activity (deletion of a field), and submitting your work. Ask your teacher which field to delete.

**INDEPENDENT PRACTICE: CREATE A DATABASE: SURVEY KEY**

Field Names	Caption	Field Type	Field Size
No	Number	AutoNumber	NA
Age	Same	Number	Long Integer
Income	Same	Currency	14
Gender	Same	Text	2
NoChdrn	Number of Children	Number	Long Integer
Status	Marital Status	Text	NA

**Note:** Students were instructed to delete the Marital Status field

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	1	34	\$25,000.00	M	2	S
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	3	88	\$50,000.00	M	1	S
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