

1. Run Microsoft Access. [Click on Start button, Point at Programs, Click on MS Access]
2. Create a new database file under the name TEXTILE in the folder C:\Group Folder\YourName\MSACCESS. [Select Blank Database, Click on OK button, In the File New Database Dialog box, Locate your Access folder (C:\GroupFolder\YourName\MSACCESS in Save in box, Type TEXTILE in Filename box, Click on Create button.]
3. Create the following table under the name **Employee** using Table Design View.

| First Name | Last Name | ID – Number | Address | Hire Date | Salary |
|------------|-----------|-------------|---------|-----------|---------|
| Tedros | Abraha | ID – 0345 | Z/5 | 12/05/95 | 1390.56 |
| Lemlem | Gebreab | ID – 0003 | Z/3 | 09/15/93 | 985.89 |
| Semira | Hassen | ID – 7834 | Z/6 | 06/22/90 | 1200.00 |
| Yemane | Hagos | ID – 0404 | Z/4 | 05/30/90 | 1345.56 |
| Jemal | Beshir | ID – 0099 | Z/5 | 01/01/91 | 1145.90 |

[Select Table Object, Double Click Create Table in Design View on each row type Field name, Data Type, and Description (if necessary).]

- Make the field *ID – Number* primary key. [Select the field ID – Number, Click on Edit, Click on Primary key.]
 - Save the table. [Click on File, Click on Save, Type Employee in the Table name box, Click on OK button.]
 - Switch to the Datasheet View and enter the records. [Click on View, Click on Datasheet View and Type the above information in the table records.]
4. Move the field *Hire Date* and insert it between *ID – Number* and *Address*. [Click the field Header Hire Date to select the whole field, Drag it to the Location you want.]
 5. Assign the description “Enter Employee’s Name” to the *First Name* field. [Select the row with the name First Name Field name, press <Tab> twice, then Type Enter Employee’s Name.]
 6. Save the change and switch to the Datasheet view. [Click save button from the toolbar, Click on Datasheet view button from the tool bar.]
 7. Hide the field *Address* from the Datasheet view. [Click Column Selector of *Address* field, Click on Format, Click on Hide Columns.]
 8. Show the Hidden column. [Click on Format, Click on Unhide Columns, Select the check mark for *Address*, Close.]
 9. Close the table and the database. [Click on File, Click on Exit.]

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| Summarv |
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- Designing Table
- Moving Fields
- Setting Primary Key
- Showing and hiding columns