1. Open the database **TEXTILE.mdb** from the folder **C:\GROUPFOLDER\YOURNAME\MSACCESS.**

   [*Click on File, Click on Open, Locate your Access folder in the look in box, select the file TEXTILE and Click on Open button*.]

2. Make a copy of the table **Employee** using a name **EmpCop**.   [*Select the table **Employee**, Click Copy button, Click Paste button, In the Paste Table as Dialog box Type **EmpCop** in the Table name box, Select Structure and Data from the paste options, then Click OK button.]*

3. Open the table **Employee** in Datasheet view.   *[From the Table Object list, Select **Employee** table, then Click on Open button from the Database Tool bar*.]

4. Adjust the field size for **First Name** field to 15.   [*Click on view, Click on Design view, Select the **First Name** field row, Delete the previous Field size, type 15, Click on save button*.]

5. Change the format of the **Hire Date** field to Medium date.   [*Select the **Hire Date** field row, Change the format to Medium date.]*

6. Save the Changes and switch to the Datasheet view.   *[Click Save button, Click Datasheet view button.]*

7. Change the format of the text on **First Name** field to Uppercase and on **Last Name** field to Lowercase.   *[Switch to the Design View, select the field **First Name**, in the Format box of Field Properties, type >, and for **Last Name** field type <.]*

8. Save the Changes and Switch to the Datasheet View.   *[Click Save button, Datasheet view button.]*

9. Change the format of **Salary** field from Fixed to Currency with symbol Nfa. *[Click on the Design view button, Delete the text in the Format box of the **Salary** field properties and type "Nfa "#,###, Click the arrow next to Decimal places box, Select 2.]*

10. Insert a New Field by the Name **Sex** between **Last Name** and **ID-Number** and fill the data. *[In the Design view, highlight the field **ID-Number**, Click Insert Rows button, type **Sex** in the Field name, Select Text as data type, Set Field size to 1, in the datasheet view enter M for Male Names and F for Female names.]*

11. Save the changes made to **Sex** field.   *[Click on save button*.]

12. Replace the letter Z in the Address field to Zoba.   [*Click on Design view of **Employee** Table, Select the **Address** field and set the field size to 6, Switch to Datasheet view, Click on Replace from Edit menu, Type Z in the Find What box and Type Zoba in the Replace box, Select in the Look in box **Employees:Table**, Select Any Part of the Fields from Match box, Click Replace All button, in the confirmation click Yes, Click Cancel button to close*.]

13. Open the table **EmpCop** and repeat the lesson from No. 4 – 12.

14. Close the table and the database.   [*Click on the Close button of the database.]*

Summary

- Copying and Pasting Table
- Text, Date and Currency formats.
- Adjusting Field size
- Inserting Field
- Find and Replace