

ACCESS EXERCISE 3

1. Run Microsoft Access. [Click on Start button, Point at Programs, Click on MS Access]
2. Create a new database file under the name **ASMHOT** 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 **ASMHOT** in Filename box, Click on Create button.)]
3. Create the following table under the name **RESERVATION** using the New Table. (Your Own Design)

Fname	Lname	Rgs-Date	Rqd-Date	Room No.	Duration	Photo
Habtom	Tesfay	10-Oct-97	18-Oct-97	25	3 Day/s	Habtom.jpg
Hanna	Tsegay	10-Oct-97	25-Oct-97	30	2 Day/s	Hanna.jpg
Kaled	Ibrahim	10-Oct-97	18-Oct-97	30	5 Day/s	Kaled.jpg
Letengus	Haile	10-Oct-97	25-Oct-97	20	3 Day/s	Letengus.jpg
Nasser	Ali	13-Oct-97	23-Oct-97	9	2 Day/s	Nasser.jpg
Senait	Tecele	10-Oct-97	25-Oct-97	25	2 Day/s	Senait.jpg
Teshome	Mehreteab	10-Oct-97	31-Oct-97	30	2 Day/s	Teshome.jpg

[Select Table Object, Click on New button from database window, Select Design view, Click on OK button, type the field name, select the appropriate Data Type, Description (if necessary), and Set the following properties: -

- Select the appropriate Field size. [From the Field properties of each field, enter the size the Field size box.]
 - Make the fields **Rqd-Date** and **Room No** primary Key. [Select both fields (Click the field selector to the left of **Rqd-Date** and drag it to **Room No**), click the set Primary Key button.]
 - Format the **Rgs-Date**, and **Rqd-Date** fields with Medium Date. [Select the field **Rgs-Date**, from the Field properties select Format Medium Date, repeat the steps for **Rqd-Date**]
 - Set 10-Oct-97 as the default value for **Rgs-Date** field. [Select the field **Rgs-Date** from the field properties , select Default value, type the date 10-Oct-97.]
 - Give an Input Mask for **Duration** field. [Select the field **Duration**, from the Field properties, select Input Mask, type the input mask ## "Day/s".]
 - Save the table and enter the records. [Click on Save button, Type **RESERVATION** in the Table name box, Click on OK, Switch to Datasheet view and then type the records.]
4. Change the text on **Fname** and **Lname** field to Uppercase. [Click on the Design view button, select the field **Fname**, from the Field properties, select Format, type the format >, repeat for the field **Lname**.]
 5. Set the following Validation Rule and Validation Text to **Rqd-Date** field.
 Validation Rule: **Rqd-Date** before December, 1st 1997
 Validation Text: "Enter a date before 1st December, 1997."
 [Select the field **Rqd-Date**, from the Field properties, Select Validation Rule, Type < 1-Dec-97, Select Validation Text, type "Enter a date before 1st December, 1997."]

Summary

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|------------------------|---------------------------------------|-------------------------|
| • Default Value | • Input Mask | • Inserting OLE object. |
| • Multiple Primary Key | • Validation Rule and Validation Text | |