

1. Run Microsoft Access. *[Click on Start button, Point at Programs, Click on MS Access]*
2. Create a new database file under the name **T Stars.mdb** 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 T Stars in Filename box, Click on Create button.]*

Create the following table under the name **Jan Sales** using Table Design View.

Code	Item	Cost	Price
TS – 012	Cement	45.26	65.98
TS – 893	Plastic Paint	32.78	58.00
TS – 345	Synthetic Paint	35.00	60.55
TS – 059	10 cm Nail (1 Kg)	9.45	18.30
TS – 630	Iron Sheet	28.00	48.34
TS – 142	Floor Tile (Sq. mt)	23.55	45.00
TS – 503	Wall Tile (Sq. mt)	9.79	18.00
TS – 200	Water Heater	175.38	250.00
TS – 924	Exterior Ceram (Sq. mt.)	19.67	22.00
TS – 561	Stairs Marble (Sq. mt.)	68.50	95.00

- Select the appropriate data types and field sizes. *[Click on Design view button, Fill the Field Names, Select the appropriate Data Type and set the field size.]*
 - Create an input mask for the **Code** field. *[Select the Code field, Select the Input Mask box, type TS-000;0;&]*
 - Save your table without a primary key. *[Click on Save button, Click No primary Key.]*
4. Add the field **Quantity** next to **Price** and enter the following numbers sequentially:- 2500, 380, 795, 165, 1583, 650, 985, 32, 650 and 900. *[Put the cursor in the field name box next to Price field, type Qty, select number for data type, type Quantity in the caption box, Click on save button, Click on Datasheet view button, then enter the numbers in their respective records.]*
 5. Make the field **Code** Primary key. *[Click on Design view button, put the cursor in the Code field, Click on the Primary key button.]*
 6. Format the currency with “Nfa” with two decimal places. *[Select the field Cost, then type “Nfa” #,###, set the decimal places to 2, repeat the steps for Price field.]*
 7. Create a query for the **Jan Sales** table using the following fields, sort order and Criteria.
 - **Fields:** All the fields, and the calculated field, **Total Sales**.
 - **Sort:** Use the field **Item** to sort the list in descending order.
 - **Criteria:** Items from code 001 to code 600.*[Click on the query object button, Click on the Create Query in Design View, From the show table window, Select Jan Sales table, Click on Add button, Click on Close button, Add all the fields to the query design grid, next to Quantity Field Add by typing TotalSales:[Jan Sales!Qty]*[Jan Sales!Price] Click in the sort box of Item field, select descending. Click in the Criteria box of Code field, Type Between TS-001 And TS-600]*
 8. Save the query with a name **Store A**.
 9. Repeat No 7 to calculate the **Total Cost**.

Summary:

- Entering a calculated field and a formula in a query.