

ACCESS PROJECT 2: Opening and Editing an Artists Database

Objectives Practiced

- Rename and delete a table.
- Modify fields.
- Navigate, edit, and delete records.
- Enter data.

Lloyd has been using a database to track exhibitor records for the Grey Tornado Gallery's monthly art market. He just created a waiver for artists to sign, so he wants to be able to record whether it is on file. He also needs to make some other changes to the structure and data in the database.

1. Open **Downtown Art Market.accdb** from the folder containing your data files and enable the content of the database.
2. Open the Events table to confirm that it is empty, then close it and delete it.
3. Change the name of the Artists table to **Exhibitors**, and then open the table.
4. Change the name of the Phone # field to **Phone Number**, and widen the column so the whole field name is visible.
5. Create a new field after the Type of Art field titled **Waiver Signed?**, and assign it the Yes/No data type. Widen the column so the whole field name is visible.
6. Navigate to the last field of the last record, and then click the check box in the Wavier Signed? field to insert a check in the check box.
7. Navigate to the First Name field of the first record, and edit the text to read **Jim**.
8. Delete record **1206**.
9. Enter the following data as a new record.

Artist ID: **1310**

First Name: **Fernando**

Last Name: **Caro**

Phone Number: **405-555-0590**

Type of Art: **Photography**

Waiver Signed?: Click the **checkbox** (to indicate yes, the waiver is signed)

10. Save and close the table. Close the database and exit Access.