



ACCESS PROJECT 4: Creating a Database and a Simple Book Sign-Out Form

Objectives Practiced

- Create a database.
- Create fields in a table.
- Create a simple form.

Ms. Lockhart is a fourth-grade reading teacher. Her classroom contains a small library of books that the students can read during free time. She doesn't mind the students taking the books home to finish reading, but would like to keep track of them. She wants to create a database with a simple form the students can use to sign the books out.

1. Create a new blank database, and save it as **Books.accdb** in the location where you store your data files.
2. In Datasheet view, add the following fields and assign the specified data type:
 - Student First Name**—Text data type
 - Student Last Name**—Text data type
 - Book Title**—Text data type
 - Author Last Name**—Text data type
 - Date Out**—Date/Time data type
 - Date In**—Date/Time data type
3. Widen columns as necessary to make all field names visible.
4. Specify the Short Date format for the Date Out and Date In fields.
5. Specify that the Student Last Name, Book Title, and Date Out fields require a value.
6. Save the table as **Books Signed Out**, and then close the table.
7. Use the Form Tool to create a simple form based on the Books Signed Out table. Save it as **Sign Out Form**.
8. Close the form. Close the database and exit Access.