

Figure 2-51 Field properties for the Student table

Field Name	Data Type	Description	Field Size	Other
StudentID	Short Text	Primary key	7	Caption = Student ID
LastName	Short Text		25	Caption = Last Name
FirstName	Short Text		20	Caption = First Name
Address	Short Text		35	
City	Short Text		25	
State	Short Text		2	Default Value = NC
Zip	Short Text		10	
HomePhone	Short Text		14	Caption = Home Phone
CellPhone	Short Text		14	Caption = Cell Phone
BirthDate	Date/Time			Format = Short Date Caption = Birth Date
Gender	Short Text		1	

10. Move the LastName field so it follows the FirstName field.
11. Save your changes to the table design, and then add the records shown in Figure 2-52 to the Student table.

Figure 2-52 Records for the Student table

Student ID	First Name	Last Name	Address	City	State	Zip	Home Phone	Cell Phone	Date of Birth	Gender
LOP4015	Henry	Lopez	19 8 <sup>th</sup> St	Raleigh	NC	27601	919-264-9981	919-665-8110	2/19/1998	M
PER4055	Rosalyn	Perez	421 Pine Ln	Cary	NC	27511	984-662-4761	919-678-0012	4/12/1996	F

12. Resize the fields to their best fit, and then save and close the Student table.
13. Use the Import Text File Wizard to add data to the Student table. The data you need to import is contained in the Students text file, which is located in the Access1 > Case2 folder provided with your Data Files.
  - a. Specify the Students text file as the source of the data.
  - b. Select the option for appending the data.
  - c. Select Student as the table.
  - d. In the Import Text File Wizard dialog boxes, choose the options to import delimited data, to use a comma delimiter, and to import the data into the Student table. Do not save the import steps.
14. Open the **Student** table in Datasheet view, resize columns in the datasheet to their best fit (as necessary), and then save and close the table.
15. Create a new table in Design view, using the table design shown in Figure 2-53.