

# Beyond the Classroom

## Creating a Student Database



Create a new blank desktop database, name the file **a01b1Students\_LastFirst**, and then save the database in the location where you are saving your files. Create a new table using the Contacts application part. Delete the Company, JobTitle, BusinessPhone, HomePhone, FaxNumber, Country/Region, WebPage, Attachments, ContactName, and FileAs fields from the Company table. Save the table, then switch to Datasheet view. Enter the information about at least five students, fictional or real, including your own information. Enter their major in the Notes field. Sort the table by last name in ascending order. Create a filter to display students with your major. Delete all queries, forms, and reports. Close the database and exit Access. Based on your instructor's directions, submit a01b1Students\_LastFirst.

## Lugo Web Hosting



Your Access database has become corrupted and you are in the process of restoring it from a backup from two weeks ago. In the last two weeks, there have been only a few changes. All users who previously had a 900 GB quota have had their quotas increased to 1 TB. In addition, all users who were previously on the server named Aeron have been moved to another server, Caprica. You have determined you can use filters to help fix the data in the Users table. Open the *a01b2Lugo\_Backup* file and save the database as **a01b2Lugo\_LastFirst**. Apply filters to show users who meet the conditions above and then manually change the data for each user. Sort the table by the server in ascending order. Close the database and exit Access. Based on your instructor's directions, submit a01b2Lugo\_LastFirst.