

- Click **Choose my own primary key arrow**, select the **EmployeeID** as the primary key, and then click **Next**.
 - Accept the name *Employees* for the table name, click **Finish**, and then click **Close** without saving the import steps.
- c. Double-click the **Employees table** in the Navigation Pane, click the **HOME tab**, and then click **View** in the Views group to switch to the Design view of the Employees table. Make the following changes:
- Click the **LastName field** and change the Field Size property to **20**.
 - Change the Caption property to **Last Name**.
 - Click the **FirstName field** and change the Field Size property to **20**.
 - Change the Caption property to **First Name**.
 - Click the **LocationID field** and change the Field Size property to **3**.
 - Change the Caption property to **Location ID**.
 - Click the **TitleID field** and change the Field Size property to **3**.
 - Change the Caption property to **Title ID**.
 - Change the Salary field data type to **Currency** and change *General Number* in the Format property in field properties to **Currency**.
 - Save the design changes. Click **Yes** to the *Some data may be lost* warning.
- d. Click **View** in the Views group to view the Employees table in Datasheet view and examine the data. Click any record in the Title ID and click **Ascending** in the Sort & Filter group on the HOME tab. Multiple employees are associated with the T01, T02, T03, and T04 titles.
- e. Double-click the **Titles table** in the Navigation Pane to open it in Datasheet view. Notice the T04 title is not in the list.
- f. Add a new record in the first blank record at the bottom of the Titles table. Use the following data:
- Type **T04** in the **TitleID field**.
 - Type **Senior Account Rep** in the **Title field**.
 - Type **A marketing position requiring a technical background and at least three years of experience** in the **Description field**.
 - Type **Four-year degree** in the **Education Requirements field**.
 - Type **45000** in the **Minimum Salary field**.
 - Type **75000** in the **Maximum Salary field**.
- g. Close all tables. Click **Yes** if you are asked to save changes to the Employees table.
- h. Click the **DATABASE TOOLS tab** and click **Relationships** in the Relationships group. Click **Show Table** if necessary. Follow these steps:
- Double-click each table name in the Show Table dialog box to add them to the Relationships window and close the Show Table dialog box.
 - Adjust the height of the tables so that all fields display.
 - Drag the **LocationID field** in the Location table onto the LocationID field in the Employees table.
 - Click the **Enforce Referential Integrity** and **Cascade Update Related Fields check boxes** in the Edit Relationships dialog box. Click **Create** to create a one-to-many relationship between the Location and Employees tables.
 - Drag the **TitleID field** in the Titles table onto the TitleID field in the Employees table.
 - Click the **Enforce Referential Integrity** and **Cascade Update Related Fields check boxes** in the Edit Relationships dialog box. Click **Create** to create a one-to-many relationship between the Titles and Employees tables.
 - Click **Save** on the Quick Access Toolbar to save the changes to the Relationships window and close the Relationships window.
- i. Click the **CREATE tab** and click the **Query Wizard** in the Queries group. Follow these steps:
- Select **Simple Query Wizard** and click **OK**.
 - Select **Table: Employees** in the Tables/Queries box, if necessary.
 - Double-click **LastName** in the **Available Fields list** to move it to the Selected Fields list.
 - Double-click **FirstName** in the **Available Fields list** to move it to the Selected Fields list.