

Microsoft Office – Access Comprehensive Practice

You operate a business called:

A CD Connection
25 High Street
Columbus, Ohio 43201
614-ACD-CONN
Service@cdconn.com

1. Create the following tables: (use proper field lengths, input mask, etc.)

TblInventory

CD Number	01-0125-1	01-0094-1	01-0022-1
Title	The Song Birds	Stolen Hip	Frozen Loaf
Artist	Othello	Rudolph	Kamri
Studio	Orange Places	Street Scene	Orange Places
Copyright Date	2003	2004	2004
Quantity	79	53	100
Cost	\$6.99	\$7.99	\$19.99
Minimum stocking level	25	25	20

TblTransaction

CD Number	01-0125-1	01-0094-1	01-0022-1
Customer Number	01-25658-1	03-25689-1	05-12578-1
Quantity	1	2	1
Date	7/21/2004	7/21/2004	7/21/2004

TblCustomerInformation

Customer No	01-25658-1	03-25689-1	05-12578-1
Title	Mr	Miss	Ms
Last Name	Smith	Tyler	Rafee
First Name	Frank	Stacy	Amad
Mi	M	E	K
Address	12356 Main St	234 Hamilton Rd	1758 High Street
Apt No	2B		2
City	Columbus	Gahanna	Columbus
State	Ohio	Ohio	Ohio
Zip	43201	43230	43205
Home Phone	614-458-9865	614-472-5864	
Cell Phone	740-258-6854		614-254-5689
Email	Smitty101@aol.com	Stac345@hotmail.com	RKAmad@msn.com
Date Started	10/15/2000	1/02/1998	1/15/2002

2. Create advanced forms for each of the tables:

FrmCustomerInformation – a regular form

FrmInventory – a regular form

FrmTransaction - a regular form

3. Create a relationship to allow combining of the three tables.

4. Create the following queries:

qryCustomer- The query should report customer in alphabetical order

qryInventory- The query should report inventory in alphabetical order by CD title

qryTransaction- The query should show CD Number, Customer Name and Phone Number

5. Create a report for each query with the company information in the header.

6. Create a switchboard for each input form and each report.