Exemplar Exercise
Foundation Level

5272 Databases

1. Create a new database called DBFTest

2. Create a new table in Design View

3. Create the following fields (in the order shown) in the new table you created in Question 2

Field Name	Data Type	Size / Format
Client ID	Number	Long Integer
Client Name	Text	50
Course Name	Text	20
Trainer Initials	Text	10
Cost	Currency	

4. Set the field Client ID as the primary key

5. Save the table with the name Courses

6. Enter the following records (in the order shown) into the table Courses, (the fields are in the correct order and are separated by a comma)

      10, Ibco, WPF, SES, 100
      11, Abbott, SSF, AW, 125
      12, Gains, DBF, GM, 130
      13, Dillon, SSF, AW, 125
      14, Hemco, DBF, GM, 130
      15, Concord, DOS, GB, 150
      16, Aqua, WPF, SES, 100
      17, Banks, WPF, SES, 100

7. The client Aqua has changed the course they need to SSF. Edit the record to show this change

8. Search, using a filter, for all clients who need the course WPF

9. Print the search results to file