COMPUTER SCIENCE XI AKUEB

PRACTICAL LIST

PRACTICAL # 1
OBJECTIVE
Create the following table "STUDENT_INFO" with appropriate data type and enter the data.

Student ID (PK)	First Name	Last Name	Address	Course Code	Course Name	Unit Name
1	Ali	Javed	Karachi	CMP-001	Database	Computer
2	Nisar	Nazar	Karachi	CMP-002	Programming	Computer
3	Naseer	Khan	Lahore	MA-001	Differential Equation	Maths

PROCEDURE:

1. **To create tables in Access using "Design View,"** click the "Create" tab in the Ribbon.
2. Then click the "Table Design" button in the "Tables" group.
3. A new table then appears in the tabbed documents area.
4. Type the name of a field into the "Field Name" column.
5. Then press "Tab" on your keyboard to move to the next column to the right.
6. Then use the drop-down menu in the "Data Type" column to assign the field a data type.
7. Press "Tab" on your keyboard to move to the "Description" column.
8. If desired, type a description of the data stored in this field.
9. Then press "Tab" on your keyboard to move down to the next row.
10. Repeat steps 4 through 9 until you have created all of the necessary table fields.
11. Click the row selector at the left end of the row that contains the field you want to set as the "primary key" for the table.
12. Click the "Design" tab within the "Table Tools" contextual tab in the Ribbon.
13. Then click the "Primary Key" button in "Tools" group.
14. Click the "Save" button in the Quick Access toolbar.
15. Then type a name for the new table into the dialog box that appears.
16. Then click the "OK" button.

SCREEN SHOTS: