Guided Practice: Create a Database: Computers

**Directions:** In this activity, you will **follow along with your teacher** to create a database and complete the following tasks:

* Plan the structure
* Enter data
* Add records
* Delete records
	1. **Plan the structure**
1. **How will the data be grouped?** You will be creating a computer inventory database. For each item, you have the name of the manufacturer, the serial number of the equipment, the room location, and the ID number of the student to which each piece of equipment is assigned.
2. **What will the field names be?** Record the field names in the first row of each column below:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Compaq | 12345 | 214 | 5 |
| Dell | 54321 | 110 | 6 |
| Dell | 98765 | 310 | 9 |
| Packard Bell | 45678 | 214 | 3 |
| Compaq | 34567 | 110 | 4 |
| Compaq | 95425 | 111 | 8 |
| Gateway | 55557 | 109 | 8 |
| Dell | 90864 | 222 | 12 |
| Dell | 123674 | 214 | 15 |
| Gateway | 87093 | 119 | 27 |
| Hewlett Packard | 83765 | 111 | 22 |

1. **What will you name the database?**
	1. Open and save a new database

**Notes:**

* 1. **Create a table**

**Notes:**

* 1. **Enter the field names**
1. **Set data types**. Unless the data will be used in a sort, search, or calculation, use the default settings. Think about how a user might search the database for information. Will the information be sorted by room number? Will the information be searched by student number?

**Notes:**

1. **Set field properties** if needed. Do you need to limit the size of any of the fields? Do any of the fields need to be represented as a decimal?
* Use the **caption field property** to assign user-friendly names to each field

**Notes:**

* 1. **Enter the data** using the table on the previous page.

**Edit the Database Table:**

1. Edit the database to **add** the following records:

|  |  |  |  |
| --- | --- | --- | --- |
| Hewlett Packard | 88334 | 109 | 25 |
| Compaq | 22990 | 211 | 26 |
| Dell | 34419 | 110 | 27 |
| Gateway | 22334455 | 214 | 28 |

1. Edit the database to **delete** the following 2 records:
	* + Compaq with Serial Number 34567
		+ Dell with Serial Number 123674

**Notes:**