Independent Practice: Create a Database: B&B

**Directions:** In this activity, you will **work independently** to edit a database and complete the following tasks:

* Add fields
* Rearrange fields
* Add entries
* Format data types and field properties:
  + - * Date with Input Mask
      * AutoNumber (review)
      * LookUp
      * Yes/No

**Part I**

1. Open the **B&B\_Student** databasethat has been sent to you **electronically** by your teacher.Save the database in your student directory according to teacher directions.
2. Open the database table **HistoricInns\_Student**
3. Insert a field named **Children** after No. Rooms
   1. Set the data type to Yes/No
   2. Set the caption to Allows Children?
4. Add a field named **Setting** after the City field
   1. Set the data type to Lookup
   2. Key the values **Mountain** and **Town** in the lookup column
   3. Set the caption to Mountain or Town?
5. Add a field named **Breakfast** after the Pets field
   1. Set the data type to Yes/No
   2. Set the caption to Breakfast?
6. Update the table by adding data to the new fields using the table below:

| **Historic Inn** | **No. Rooms** | **Allows Children?** | **City** | **Mountain or Town?** | **Breakfast?** | **Pets?** |
| --- | --- | --- | --- | --- | --- | --- |
| A Bed of Roses | 5 | No | Yes | Mountain | No | No |
| Abbington Green | 8 | Yes | Yes | Mountain | No | Yes |
| Albermarle Inn | 11 | No | Yes | Mountain | Yes | No |
| Biltmore Village Inn | 6 | No | Yes | Mountain | Yes | Yes |
| Blake House Inn | 6 | Yes | Yes | Mountain | Yes | Yes |
| Carolina Bed & Breakfast | 7 | Yes | Yes | Mountain | Yes | Yes |
| Cedar Crest Victorian Inn | 12 | No | Yes | Mountain | Yes | No |
| Chestnut Street Inn | 8 | No | Yes | Mountain | Yes | No |
| Colby House | 5 | Yes | Yes | Mountain | Yes | No |
| Dry Ridge Inn | 8 | Yes | Yes | Mountain | Yes | No |
| Inn on Main Street | 7 | No | No | Town | Yes | No |
| Inn on Montford (1900) | 5 | Yes | Yes | Mountain | Yes | No |
| North Lodge on Oakland | 6 | Yes | Yes | Mountain | Yes | No |
| Owl's Nest Inn at Engadine | 7 | No | No | Town | Yes | Yes |
| Secret Garden (1904) | 3 | No | No | Town | Yes | No |
| The Hawk & Ivy | 4 | Yes | No | Town | Yes | No |
| The Lion and the Rose | 5 | Yes | Yes | Mountain | Yes | No |
| White Gate Inn and Cottage (1889) | 6 | Yes | Yes | Mountain | Yes | No |

1. Move the Pets column behind the Breakfast column.

**Part II:** Answer the following questions:

1. What is the default value of a Yes/No field?
2. How many records are in the database?
3. How many fields are in the database?
4. What advice would you give someone about assigning field names?
5. How could this database be used on the Internet?
6. How would users benefit from this list if posted on the Internet?
7. How would the owners of the B&Bs benefit from this list if posted on the Internet?
8. What other fields might be useful?
9. What are two ways to toggle the yes/no field when entering data?
10. Save and submit according to teacher instructions.