Independent Practice: Create a Database: Survey

**Directions:** In this activity, **you will work independently** to edit a database of survey information as you complete the following tasks:

* Set data types and field properties
* Enter data
* Add captions
* Use AutoNumber
* Add a field
* Delete a field
* Print a table
  1. Open the **Survey\_Student** database that was sent to you electronically by your teacher and save it to your student directory
  2. Add a field named **No.** in front of the **Age** field
     1. Set the data type to AutoNumber
     2. Set the caption to **Number**
  3. Add a field named **NoChdrn** in front of the **Status** field
     1. Set the data type to Number
     2. Set the caption to **Number of Children**
  4. Key the data for the added fields

| **Number** | **Age** | **Income** | **Gender** | **Number of Children** | **Marital Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | 34 | $25,000.00 | M | 2 | S |
| 2 | 45 | $100,000.00 | M | 3 | S |
| 3 | 88 | $50,000.00 | M | 1 | S |
| 4 | 25 | $26,000.00 | F | 1 | M |
| 5 | 21 | $39,000.00 | M | 0 | M |
| 6 | 58 | $57,000.00 | F | 3 | S |
| 7 | 45 | $37,000.00 | M | 3 | M |
| 8 | 46 | $90,000.00 | M | 0 | M |
| 9 | 40 | $58,000.00 | F | 2 | S |
| 10 | 36 | $60,000.00 | M | 2 | S |
| 11 | 36 | $72,000.00 | F | 2 | M |
| 12 | 66 | $22,000.00 | M | 2 | S |

* 1. Follow teacher directions for printing, completing the final step of this activity (deletion of a field), and submitting your work. Ask your teacher which field to delete.