

Create a new Database

Design Fields; Enter Data; Sort Fields, and Print a Table

1. Open the database program.
2. Choose the appropriate command to “Create a new database.”
3. Name the Database **Activity G701-05** and save to student drive or folder. Check with the instructor/administrator for appropriate saving guidelines. (Use student’s last name at the end of the filename to make identifying printouts much easier.)
4. Choose “Create the table in Design View.” Set up the following fields and name the table ***MusicFunstudent***.

Field	Type	Size	Format	Description
Artist	Text	25		Name of the artist or group
CD Title	Text	50		
ReleaseDate	Date/Time		Format as SHORT Date (Use Input Mask)	

5. Key the following entries into your MusicFunstudent Table.

U2	How to Dismantle an Atomic Bomb	11/23/2004
Green Day	American Idiot	9/21/2004
Ray Charles	Genius Loves Company	8/31/2004
John Legend	Get Lifted	12/28/2004
Alicia Keys	Maximum Alicia Keys	12/14/2004
Brooks and Dunn	Red Dirt Road	7/15/2003
Prince	Purple Rain	10/25/1990
Doobie Brothers	Minute by Minute	2/22/2002
Maroon 5	Songs About Jane	6/25/2002
Kelly Clarkson	Breakaway	11/30/2005
Rolling Stones	It’s Only Rock and Roll	7/26/1974
Rolling Stones	Made in the Shade	4/5/1975
Rolling Stones	Beggar’s Banquete	8/27/1968
U2	War	5/15/1983
U2	Achtung, Baby	11/19/1991

6. Sort the table in **descending** order by the Release Date field.
7. Print the MusicFunstudent table.

Databases

Use database software with alternative input devices.