

Create a Database Address Book and Input Data Using a Form

Step 1: Design an address book database using the fields and field types listed. Name the database **Activity G703-05**, and the table **BookStudent**.

| | | |
|--------------|------|--|
| Last | Text | 15 |
| First | Text | 10 |
| Street | Text | 25 |
| City | Text | 20 |
| State | Text | 3 |
| ZIP | Text | 10 |
| Home Phone | Text | Use Input Mask to format phone number |
| Work Phone | Text | Use Input Mask to format phone number |
| Cell Phone | Text | Use Input Mask to format phone number |
| Birthday | Date | Short Date |
| Anniversary | Date | Short Date |
| Business | Text | |
| Contact Type | Text | Look Up Field (friend, family, business) |

Step 2: Use either the AutoForm command (if available in the software program used) or create a form using the design view. The custom form layout should be saved as **FormStudent**. Enhance the form's design by including some of the following modifications: arrange the fields into a design that is both attractive and easy to input data, change the background color and/or add a graphic, format the labels by changing font color/size, and add a "title" *label* indicating the address book owner's name. Note the example form below demonstrating font style changes, "title" label added, back-ground color change, and rearranged fields.

The screenshot shows a window titled "BookStudent" containing a form titled "My Address Book - Student Name". The form has a pink background and contains the following fields:

- Last:
- First:
- Street:
- City: ST: ZIP:
- HomePhone:
- WorkPhone: CellPhone:
- Birthdate: Anniversary:
- Business:
- ContactType:

Databases

Use database software with alternative input devices.

Step 3: Enter data into the address book using the FormStudent form. In addition to the contacts listed in the table, add five personal entries for a total of 15 records in the database.

| Name and Address | Home/Work/Cell Phones | Birthday Anniversary | Business (if any) | Type of Contact |
|---|--|------------------------------------|-----------------------------|-----------------|
| Ronnie Caldwell 6019 Sand Hill Road Hot Springs, NC 28743 | H-828-555-1232 C-828-555-2321 | B-Feb. 19, 1987 | | Friend |
| John Bond 437 Nathan Drive Beech Mountain, NC 28604 | W-828-555-2574 C-828-555-1122 | | Bond's Used Cars | Business |
| Dee Dee Trilling 56 College Street Atlanta, GA 30301 | H-678-555-8858 C-678-555-3312 W-678-555-2577 | B-June 3, 1981 A-July 1, 2005 | Williams and Willis Company | Family |
| Edward Jones 56 Central Avenue Durham, NC 27722 | H-919-555-2264 C-919-555-4622 W-919-555-9992 | B-Nov. 22, 1960 A-June 15, 1988 | Computer Controls | Family |
| Sandra English 13245 Cowboys Lane Dallas, TX 75222 | C-903-555-3124 W-903-555-4213 | | Acme Web Designers | Business |
| Lynn Keith 29 North Market Street Asheville, NC 28801 | H-828-555-1414 C-828-555-6379 W-828-555-2507 | B-March 3, 1990 | Carolina Tractor Company | Friend |
| Melinda Owens 226 Hazel Knoxville, TN 37902 | H-865-555-9651 | B-May 23, 1995 | | Family |
| Keith Black 44 Columbia Road Camden, SC 29020 | H-803-555-9611 C-803-555-1217 W-803-555-3627 | | Bilt-Rite Buildings | Business |
| Brenda Fisher 19 Orchard Circle Charlotte, NC 28212 | C-704-555-3212 W-704-555-2020 | | Carolina Fine Furnishings | Business |
| Wayne Anderson 1056 Bailey Street Raleigh, NC 27634 | H-919-555-1976 C-919-555-6565 W-919-555-4185 | B-Dec. 2, 1988 A-Jan. 1, 2005 | Ace Hardware | Friend |

Step 4 Sort the database in ascending order by name (last, first). Print the data table. Find the record for Wayne Anderson and change the cell phone number to 555-7256. Print this individual form.

Step 5: Enhance the design of your form by inserting a picture into the form design. Filter the records by selecting the “friends” contacts. Sort these records in ascending order and print the new for the **last** record in the filtered list.

Databases

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