

Student Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

**INDEPENDENT PRACTICE: CREATE A DATABASE: SURVEY**

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

- Plan a database structure
- Determine data types and field properties
- Enter data
- Use AutoNumber
- Add a field
- Delete a field
- Print a table

**Step 1:** Plan the database structure. Use the table below to plan the field names and structure of the database based on the information in **Step 2**.

| Field Name | Caption | Data Type | Field Size |
|------------|---------|-----------|------------|
|            |         |           |            |
|            |         |           |            |
|            |         |           |            |
|            |         |           |            |
|            |         |           |            |

**Step 2:** Enter the data

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

Student Name \_\_\_\_\_ Period \_\_\_\_\_

Date \_\_\_\_\_

**Step 3: Add a field.** Add the field **Marital Status** and enter the data in order as listed.

|     | <b>Marital Status</b> |
|-----|-----------------------|
| 1.  | S                     |
| 2.  | S                     |
| 3.  | S                     |
| 4.  | M                     |
| 5.  | M                     |
| 6.  | S                     |
| 7.  | M                     |
| 8.  | M                     |
| 9.  | S                     |
| 10. | S                     |
| 11. | M                     |
| 12. | S                     |

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.

Independent Practice: Create a Database: Survey

Student Activity

Student Name \_\_\_\_\_

Period \_\_\_\_\_

Date \_\_\_\_\_