

**Skills Ontario  
Practice Access Worksheet  
2009**

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1. Start a new database. Call it **The Sports Shop**.
2. Start a new table. Call it **Inventory**.
3. Set up the following fields. Please note the formatting instructions after the table.

Field Name	Data Type	Field Size	Primary Key	Description
<b>Stock Number</b>	Text	6	Yes	Stock Number
<b>Item</b>	Text	13		Item for Sale
<b>Supplier Code</b>	Text	3		Name of Supplier
<b>Gross Cost</b>	Currency			Cost of Item
<b>Selling Price</b>	Currency			Price of Item

4. Make **Stock Number** a required field.
5. The **Supplier Code** field should automatically capitalize.
6. Set up a validation rule for **Gross Cost** stating that the base cost for any item must be under \$10.00
7. Set up a validation text that states rule #6.
8. **Selling Price** should have a validation rule stating that items must sell for under \$20.00
9. Set up a validation text that states rule #8.

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10. All entries in the **Item** field should automatically capitalize.
12. Enter the following information into your table.

<b>Stock Number</b>	<b>Item</b>	<b>Supplier Code</b>	<b>Gross Cost</b>	<b>Selling Price</b>
0987	Baseball	BNH	4.50	19.00
8765	Ball Glove (left)	SSH	3.45	19.99
2346	Hockey puck	BNH	4.50	9.00
9765	knee pad	SSH	5.00	17.65
2098	rollerblades	SSH	9.99	19.99
8765	Ball Glove (right)	BNH	6.75	15.00
2356	Racquet	TTP	9.99	19.99
1234	shin guards	TTP	7.85	17.65

13. Create a new table in your database. Call it **Suppliers**.

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14. Create the following table structure. Please note the formatting instructions after the table.

Field Name	Data Type	Field Size	Primary Key	Description
<b>Supplier Code</b>	Text	3	Yes	
<b>Supplier Name</b>	Text	25		
<b>Supplier Address</b>	Text	50		
<b>Supplier Postal Code</b>	Text	7		
<b>Supplier Telephone Number</b>	Text	14		

15. **Supplier Code** should automatically capitalize.

16. **Supplier Name** should automatically capitalize.

17. **Supplier Postal Code** should contain the correct format for a postal code.

18. **Supplier Telephone Number** should contain the correct format for a telephone code..

19. Enter the following information into your table structure:

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<b>Supplier Code</b>	<b>Supplier Name</b>	<b>Supplier Address</b>	<b>Supplier Postal Code</b>	<b>Supplier Telephone</b>
TTP	The Triple Play	234 Donovan's Road	A1N 5K8	(709) 888-9878
SSH	Sports Spoken Here	345 Torbay Road	A1C 3K9	(709) 654-0989
BNH	Better, Newer, Higher	45 Highland Drive	A2N 4K9	(709) 456-098

20. Join the two tables together.
21. Run the following queries:
  - a. Create a query that will run all fields.
  - b. Create a query that will show **Item Number, Supplier Code, Supplier Address, and Selling Price**
  - c. Create a query that will show **Item Number, Supplier Code, Supplier Address, and Selling Price** for everything over \$15.00
  - d. Create a query that will show **Item Number, Supplier Code, Supplier Address, and Selling Price** for **Supplier Code** TTP.
  - e. Create a query that will show **Item Number, Supplier Code, Supplier Address, and Selling Price** for **Supplier Code** BNH.