

## Lab 16-18\_Extra\_Microsoft Access \_A-C

- Create a new database and name it as lab18\_extra\_access.
- Create 2 tables: Books and Authors.  
Books (Isbn, Title, AuthorName, Edition, Ncopy)  
Authors (IDAuthor, AuthorName, Country)

### Design view:

Choose the type of your fields. (Isbn is a unique code number for a book and Ncopy is the number of copies we have on stock)  
Enter a description for each field.  
Choose the primary key. (The underlined fields)

### Datasheet view:

Enter at least 5 records in Books table and 3 records in Authors table from your choice (even if they are not significant).

- Create 2 reports (Report Wizard): name them as Books Report and Authors Report.

#### Books Report:

Contain the following fields: Isbn, Title, Ncopy.  
Sort the fields on the Title in a descending order.  
Add the sum of copies on stock.  
Choose the Landscape orientation.  
Choose the Civic style.

#### Authors Report:

Contain all the fields.  
Sort the fields on the IDAuthor in an ascending order.  
Choose the Portrait orientation.  
Choose the Trek style.

- Create 2 forms (Split Form): name them as Books Form and Authors Form.
- Save your work and show it to your teacher.