

Practice Application

The guided practice for this activity is divided into four sections:

1. Create a folder named **DB** and your **Last name** to hold all files for this activity. Create 2 folders within this folder named **Practice Application** and **Application** respectively. Add an **Extension** folder to the **DB** and your **Last name** folder if you plan on submitting the extension with this module. If you submit an extension at a later time, create a new **DB** and your **Last name** with an **E added on the end** (very important). Add the **Extension** holding all files for any extension activities in the new **DB** and your **LastnameE** folder.
2. Work through the following aspects of database design and maintenance
 Creating a Database.
 Use the following fields: First Name, Last Name, Address, city, State, Zip, and Phone
 Save the database
3. Add specialized fields to the database records always using data about your self :
 Automatically Entering Gender Data
 How Do students Get to School
 Put Student Pictures into the Database
 Make the Database Look Great
 Save the file as your **LastName**.
4. At this point, we will get into groups and combine each persons individual record into small databases. Save the resulting file as **Address(group#).CWK** Submit the combined database, **Address(group#).CWK.**, to **DROP BOX**.
 Your instructor will combine all the group databases and place it on the Server (Class Assignment Files) as **Address(unique number).CWK** for you to use to complete this exercise by finishing the following:
 Retrieve consolidated database from server
 Create 1st day of Class Nametags, Sort, Create questions, Columnar reports, etc.
5. While you are assembled in your groups you will also assemble your database record from the "**Lesson on the 50 states**". Rename each file as your **LastName** and then combine records as before. Save the resulting file as **States plus (group#).CWK**. Submit the combined database, **States(group#).CWK**, to **DROP BOX**.
6. Your instructor will combine all the group databases and place it on the Server (Class Assignment Files) for you to use in this module for the Independent practice as **States Combined.CWK**.

NOTE: This is a **must** attend class. If you miss this class see Dr Burson immediately to be able you combine your data.