

- 1 Load your database program.
- 2 In Design View, enter the following fields: **Surname, First Name, Title, Publisher, Year, Price**
- 3 Enter the following data in Datasheet View:

Surname	First Name	Title	Publisher	Year	Price
Austen	Jane	Emma	New American Library	1816	\$0.75
Sayers	Dorothy	Five Red Herrings	New English Library	1930	£0.40
Rendell	Ruth	Kissing the Gunner's Daughter	Arrow	1991	£8.99
James	P.D.	Shroud for a Nightingale	Sphere	1971	£1.50
Christie	Agatha	Cat Among the Pigeons	Fontana	1959	2/6
Proule	E. Annie	Arcadian Crimes	Fifth Estate	1997	£6.99
Ellis	Brett Easton	American Psycho	Picador	1991	£7.99
Piercy	Marge	Gone to Soldiers	Penguin	1988	£3.95
Proulx	E. Annie	The Shipping News	Fourth Estate	1993	£6.99
Marsh	Ngaio	Tied up in Tinsel	Fontana	1971	£0.35

- 4 Some new books have arrived for the women crime writers' section. Add the following records:

Heyer	Georgette	Duplicate Death	Grafton	1951	£2.95
Christie	Agatha	The Secret Adversary	Panther	1922	£0.60
Wentworth	Patricia	Vanishing Paint	Coronet	1955	£1.65

- 5 Some of the books have been put in this section incorrectly. Delete the following records:

Austen	Jane	Emma	New American Library	1816	\$0.75
Ellis	Brett Easton	American Psycho	Picador	1991	£7.99
Proulx	E. Annie	The Shipping News	Fourth Estate	1993	£6.99
Piercy	Marge	Gone to Soldiers	Penguin	1988	£3.95

- 6 Some of the details have been entered incorrectly. Make the following alterations:

Proulx	E. Annie	Accordion Crimes	Fourth Estate	1997	£6.99
Sayers	Dorothy L.	Five Red Herrings	New English Library	1931	£0.40
Wentworth	Patricia	Vanishing Point	Coronet	1955	£1.65

- 7 Sort the book records by Surname, putting them into alphabetical order.
- 8 Sort the books into Date published order.
- 9 Perform a query to display books published by Fontana and print the records showing only: **Surname, First Name, Title**