

- 1 Load your database program.
- 2 In Design View, enter the following fields: **Artist, Title, Type, Format, Condition**
- 3 Using the following codes enter the table of data in Datasheet View:
 Type: S = Single A = Album
 Condition: P = Poor G = Good

Artist	Title	Type	Format	Condition
Bruce Springsteen	The River	Album	CD	Good
The Seekers	I'll never find another you	Single	45	Poor
Bjork	Big Time Sensuality	Single	CD	Good
Bruce Springsteen	War	Single	45	Poor
Bruce Springsteen	57 Channels and Nothing On	Single	CD	Good
Abba	Knowing me, knowing you	Single	45	Poor
Candi Staten	Young hearts run free	Single	45	Good
Gladys Knight and the Pips	Midnight train to Georgia	Single	45	Poor
Bruce Springsteen	Philadelphia	Single	CD	Good
M People	Renaissance	Single	CD	Good
Everything but the Girl	Missing	Single	CD	Good
Catatonia	Mulder and Scully	Single	CD	Good
Belinda Carlisle	Heaven is a Place on Earth	Single	CD	Good
Bruce Springsteen	Chimes of Freedom	Single	45	Good

- 4 Some new CDs have been bought, add the following records:

Artist	Title	Type	Format	Condition
Spice Girls	Spice up your life	Single	CD	Good
Spice Girls	Spiceworld	Album	CD	Good

- 5 Two of the singles have been sold, delete the following:

Artist	Title	Type	Format	Condition
Candi Staten	Young hearts run free	Single	45	Good
The Seekers	I'll never find another you	Single	45	Poor

- 6 Some of the details have been entered incorrectly, make the following alterations:

Artist	Title	Type	Format	Condition
Bruce Springsteen	The River	Album	33	Good
Everything But the Girl	Missing	Single	CD	Poor

- 7 Sort the records by Artist, putting them into alphabetical order.
- 8 Sort the records by Type.
- 9 Perform a query to give you all the titles by Bruce Springsteen, showing only the titles.