

1. Load your database program.
2. You are going to create a database to control the stock of your door to door sales company 'KleenSweep'. Each product has a code and you will need to determine the quantity of any item. First decide the names of the fields you are going to use.
3. Decide on the Field Name and Data Type for each field you make.
4. In design view create a table.
5. You now need to enter some data to reflect your current stock levels. Enter the following data:

Product Code	Description	Qty
C206	Oven cleaner	40
C289	Multi surface cleaner	55
C316	Bathroom cleaner	61
C327	Toilet cleaner	32
C357	Floor cleaner	11
C459	Fabric conditioner	36
C433	Window cleaner	41
C467	Car polish	47
T234	Mop and bucket set	3
T334	Clothes pegs	5
T506	Dustpan and brush set	7
T597	Pan scourers	80

6. Some of the data needs updating:

C316	Bathroom cleaner	<b>58</b>
<b>C450</b>	Fabric conditioner	36
T506	Dustpan and brush set	<b>5</b>

7. You realise that you have not inserted the unit cost into the database table. Create a new field. Decide on the field type and make sure this is reflected in the table design.
8. Enter the following data:

Unit cost
£3.50
£1.50
£1.50
£1.50
£2.00
£1.00
£0.75
£4.00
£1.75
£0.50
£1.25
£0.50

9. Show the datasheet view of the fields. You want to be able to see when a product has been checked for levels that would then activate a reorder. Add a new field to show the date for checking this.