

1. Load your database program.
2. You are going to create a database for your estate agency company 'Hilton Homes'. You will need to record the following information for each property: address, owner, property details, viewings and dates, salesperson, asking price, offers, sold or not. First decide the actual names of the fields you are going to use.
3. Click File, New Database, OK. Name your and file it in your own folder. Click Create, New Table, Design View, OK. Enter in your field names.
4. Now decide the Field Names and Data Types for each.
5. Your firm is still very small and you actually only have one salesperson. Because this data will be entered repeatedly you can use a Default Value to enter the data automatically. If you take on another salesperson, you can then just type over the Default Value with the new person's name. In table Design view, click the box at the left of the field name in which you want to insert the Default Value (Salesperson). In the lower part of the window click the Default Value property box and then type the default value e.g. Carol Smilie.
6. Now return to Datasheet View. A message will appear saying "You must first save the table. Do you want to save the table now?" Click Yes. Give the table a relevant name e.g. Estate Agency. Click OK. You will now see another message saying "There is no primary key defined. Do you want to create a primary key now?" Click Yes. The primary key will give your database an AutoNumber ID which is an index for all of your records.
7. You now need to enter some data to reflect the current state of sales. Enter the following data:

Property	Vendor	Basic details	Buyer 1	Viewing Date	Initial price	Offer 1	Sold?	Salesperson
12 Marple Court, Cheadle Hulme	Andi McDowell	2 bed flat	Hugh Grant	10/05	£100,000	£95,000	Y	Default Value
3 The Cedars, Wilmslow, Cheshire	Chris Evert	3 bed det + tennis court	John McEnroe	10/05	£250,000		N	Default Value
15 Marple Court, Cheadle Hulme	Michelle Fowler	2 bed flat	Ricky Butcher	09/05	£90,000	£80,000	N	Default Value
4 The Cedars, Wilmslow, Cheshire	Gloria Gaynor	4 bed det + pool	Marvin Gaye	14/05	£500,000		N	Default Value

Cont. over

Cont.

The Paddock, Lansdown Road, Styal, Cheshire	Grace Kelly	500 acres + plan. Per.	Alfred Hitchcock	01/01	£1,000,000	£1,000,000	Y	Default Value
Snippers Hairdressing, 5 Grange Avenue, Didsbury	Jean Harlow	Shop + flat	Cary Grant	13/04	£125,000		N	Default Value
Unit 45, Midland Industrial Estate	Geri Halliwell	Industrial unit	George Michael	15/10	£800,000	£750,000	Y	Default Value
20 Marple Court, Cheadle Hulme	Victoria Beckham	3 bed flat	Michael Owen	07/07	£300,000	£250,000	N	Default Value

8. You want to be able to see which are the most valuable properties on your books. Sort the Initial Price data into descending order.
9. You decide that your customer information needs to be secure from any possibility of being seen by unauthorised users. You are going to restrict access to your database by creating a password. Be sure that you use a password you will not forget for this exercise! As this is only a practice exercise you may write the password down and keep it somewhere safe!
10. First close your database. Then go to File, Open, Click on the database to which you wish to assign a password, click the Exclusive box and then click Open. Go to Tools, Security, Set Database Password, type in your password twice (it will appear as ***). If you use a three letter password it will be easier to remember e.g. cat or dog or you could use a child or pet's name. Click OK. Close down the database.
11. Now try to re-open the database. You will be asked for your password each time you want to gain access to this data. Print a shot of the screen at the point where you are asked for your password. (Printout 3)
12. If you want to remove your password, close down the database. Re-open using the Exclusive box, return to Tools, Security and you will be able to unset your password but only if you know what it is!