

1. Load your database program.
2. You are going to create a database for a local community farm animal 'adoption' scheme. The animals can be adopted by more than 1 person. Your database will keep track of which animals have been adopted by whom. It also lets staff know which adopters wish to be kept informed with a newsletter.
3. Decide whether each fields is Text, Memo, Number, Currency or Yes/No.
4. In design view create a table that will match the requirements for your data (fields and types of fields). Give the maximum number field a Default Value of 25.
5. You now need to enter some data to reflect the current adoptions. Enter the following data, using abbreviations where indicated:

AutoNumber	Name	Address	Animal adopted	Monthly fee	Newsletter
1	Sharon Ahmed	25 Sunny Lane, Cheshire	Sally the Seal (SS)	£5.00	Y
2	Brian Evans	37 Wardlebrook Drive, Manchester	Percy the Pig (PP)	£3.00	Y
3	Sarah Jones	170 Edgerton Road, Leeds	Percy the Pig (PP)	£3.00	N
4	Susan James	3 Huddersfield Road, Manchester	Roger the Rabbit (RR)	£1.00	Y
5	Robert Gulzah	89 Springwood Way, Halifax	Digby the Dog (DD)	£2.00	N
6	Elizabeth Percival	22 Clint Avenue, Manchester	Billy the Badger (BB)	£1.50	Y
7	Suzanne Edwards	53 Chorlton Terrace, Huddersfield	Daisy the Cow (DC)	£3.00	Y
8	Shabina Booth	31 Everglade Road, Manchester	Sally the Seal (SS)	£5.00	N

6. You now need to perform a Query to show who has adopted Percy the Pig. Show only the name and address.

7. Some more people have joined the scheme – enter the following information.

AutoNumber	Name	Address	Animal adopted	Monthly fee	Newsletter
9	Iris McDougal	75a Wilton Road, Oldham	Billy the Badger (BB)	£1.50	N
10	David Malik	133 Manchester Road, Oldham	Sally the Seal (SS)	£5.00	Y

8. Brian Evans has decided to withdraw from the scheme. Please amend the records.
9. The Centre Director would like to see a report of who has adopted each animal. Use the Report Wizard to create a report in landscape, with the adopted animal as the top grouping level and print this. You can pick the style of the report that you prefer.
10. You now want to create a form that will allow others to input information in your absence. Use the Form Wizard to do this. Print your form
11. You want to create some labels for posting out the newsletter. Create a query to find all those who wish to receive a newsletter and use this as the basis for your

lables. Use the Lables Wizard in the Reports section to do this. Use the L7161 Avery number as your lable size. Print your work.

12. Use the Simple Query Wizard to create a query which shows the amount of income that is generated each month by the adoption scheme. Show only the amount of money.