Nonprofit Home Builders

A local nonprofit organization that builds houses for low-income families has asked you to help them make some small modifications to their existing tool database they use to track inventory. They also asked you to help them establish an applicant database so they can track applicants in a separate and secure location.

Manual Edits

You need to change the table name and manually add and edit a record.

   a. Open *a01_exam_chap_data* and save as **a01_exam_chap_LastnameFirstname**.
   b. Rename the *tblParts* to **tblTools** and add a table description **List of all active tools**.
   c. Open *tblTools* and add a new record with the following information:
        a. Part Number = **24** (autonumber)
        b. Part Description = **Dust Mask**
        c. Part Type = **Safety**
   d. Edit part number *10* Part Description to **Rubber Mallet**.

Backup

Create a backup of existing database as of today and Compact and Repair current database.

   e. Backup the database and name it **a01_exam_chap_FirstnameLastname_TodaysDate**.
   f. **Compact and Repair** the database. Close the database.

Create Database from a Template

You need to create a new separate database that contains contacts using an Access template.

   g. Create a new database using the Contacts template and save the new database as **a01_exam_chap_LastnameFirstname2**.
   h. Open the *Contact List* form and add a new record with the following information:
        a. First Name = **John**
        b. Last Name = **Smith**
        c. Email = **johnsmith@abc.com**
        d. Home Phone = **555-555-1122**
   i. Add a Comments application part. In the first prompt, set up a relationship **One 'Contacts' to many 'Comments'**. In the second prompt for *Field from Contacts* select **First Name**. Set the *lookup column* to **Contact ID**.

j. Encrypt the database with the password: **password** (all lowercase).
k. Save and close the file. Based on your instructor's directions submit
    a01_exam_chap_LastnameFirstname
    a01_exam_chap_FirstnameLastname_TodayDate
    a01_exam_chap_LastnameFirstname2