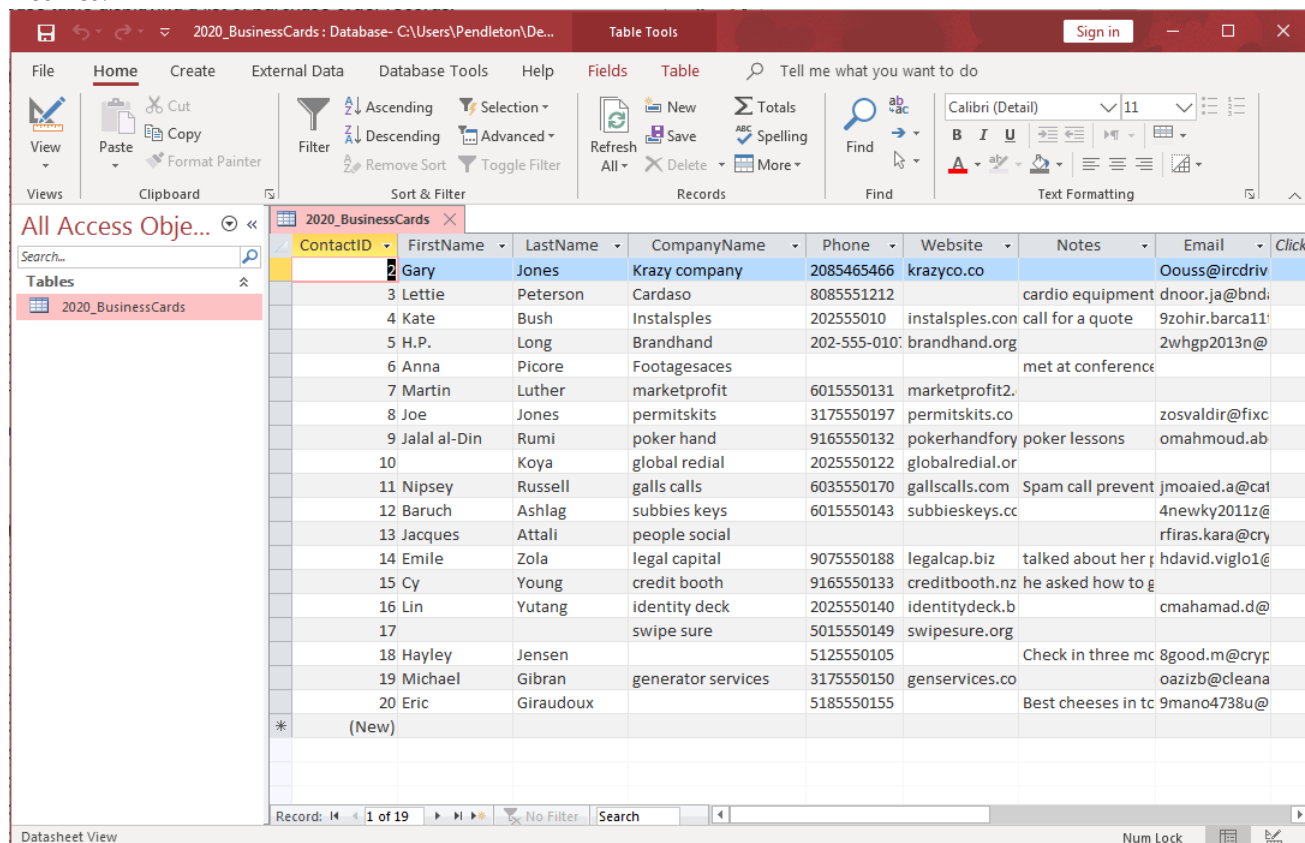


13.19: Assignment- Modify Access Database

In the previous module's assignment, you created the beginning of a database. In this assignment you'll work with an existing database with business card information and use the skills you have learned in this module.

To complete this assignment, [download the Access file here](#). Follow the directions, then submit your assignment. If you get stuck on a step, review this module and ask your classmates for help in the discussion forum.

1. Open the database and save the new Module 13 assignment file to the Rowan folder on your desktop as BA132_LastName_BusinessCardDB.accdb, replacing "LastName" with your own last name. (Example: BA132_Hywater_Memo) It is a good idea to save your work periodically.
2. In the open Access database file open the 2020_BusinessCards table. The contact table entrees are now visible and can be modified.

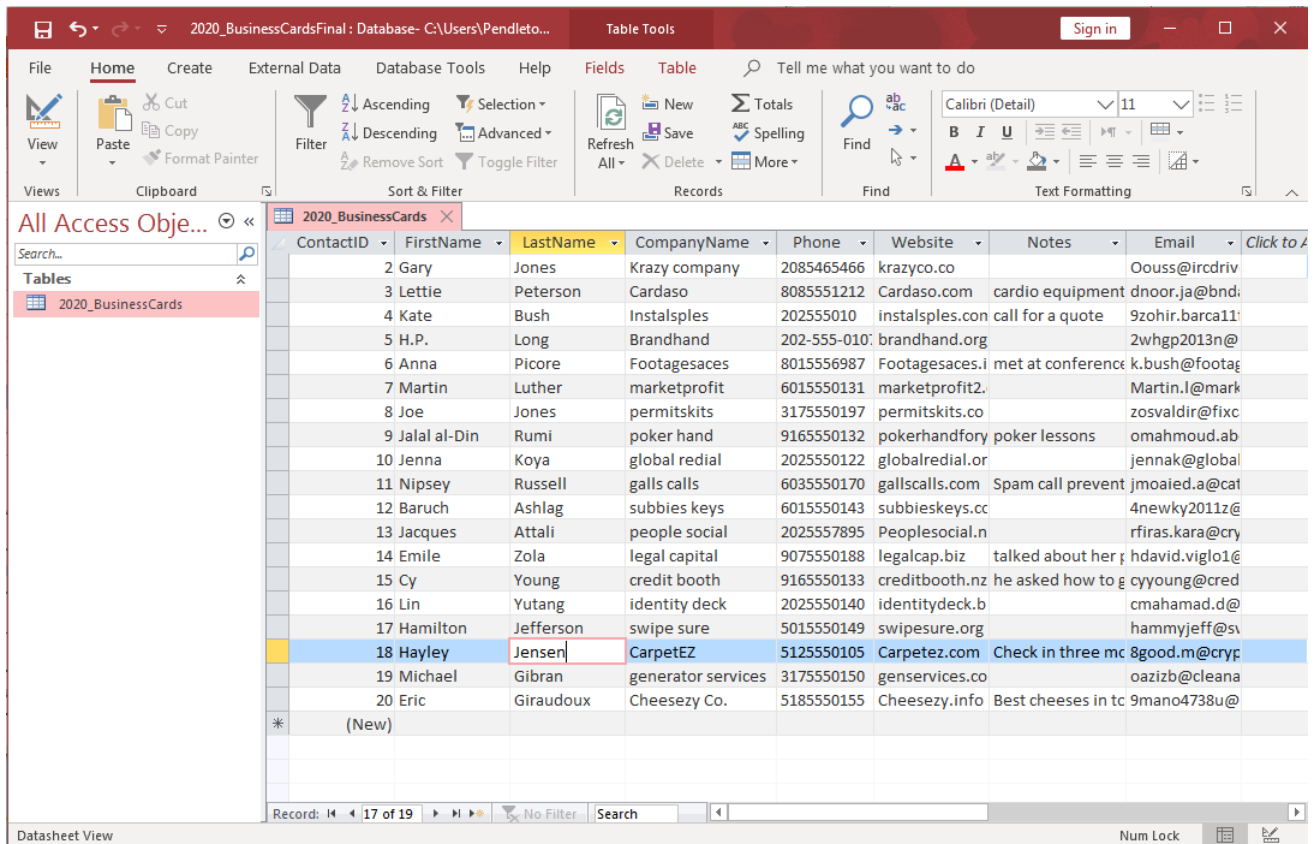


ContactID	FirstName	LastName	CompanyName	Phone	Website	Notes	Email
2	Gary	Jones	Krazy company	2085465466	krazyco.co		Oouss@ircdriv
3	Lettie	Peterson	Cardaso	8085551212		cardio equipment	dnoor.ja@bnd
4	Kate	Bush	Instalsples	202555010	instalsples.com	call for a quote	9zohir.barca11
5	H.P.	Long	Brandhand	202-555-010	brandhand.org		2whgp2013n@
6	Anna	Picore	Footagesaces			met at conference	
7	Martin	Luther	marketprofit	6015550131	marketprofit2.		
8	Joe	Jones	permitskits	3175550197	permitskits.co		zosvaldir@fixc
9	Jalal al-Din	Rumi	poker hand	9165550132	pokerhandfory	poker lessons	omahmoud.ab
10		Koya	global redial	2025550122	globalredial.or		
11	Nipsey	Russell	galls calls	6035550170	gallscalls.com	Spam call prevent	jmoaied.a@cat
12	Baruch	Ashlag	subbies keys	6015550143	subbieskeys.cc		4newky2011z@
13	Jacques	Attali	people social				rfiras.kara@cry
14	Emile	Zola	legal capital	9075550188	legalcap.biz	talked about her	hdavid.viglo1@
15	Cy	Young	credit booth	9165550133	creditbooth.nz	he asked how to g	
16	Lin	Yutang	identity deck	2025550140	identitydeck.b		cmahamad.d@
17			swipe sure	5015550149	swipesure.org		
18	Hayley	Jensen		5125550105		Check in three mc	8good.m@cryp
19	Michael	Gibran	generator services	3175550150	genservices.co		oazizb@cleana
20	Eric	Giraudoux		5185550155		Best cheeses in tc	9mano4738u@
*	(New)						

3. **Add Information:** There are database cells missing data. Use the information in the table to fill in the missing information in the right places.

Contact ID	FirstName	LastName	CompanyName	Phone	Website	Email
3					Cardaso.com	
6				8015556987	Footagesaces.info	k.bush@footage.com
7						Martin.l@marke tp.co
10	Jenna					jennak@globalre dial.com
13				2025557895	Peoplesocial.net	

Contact ID	FirstName	LastName	CompanyName	Phone	Website	Email
15						cyyoung@creditbooth.nz
17	Hamilton	Jefferson				hammyjeff@swipesure.org
18			CarpetEZ		Carpetez.com	
20			Cheesezy		Cheesezy.info	



2020_BusinessCardsFinal : Database- C:\Users\Pendleto...

Table Tools

File Home Create External Data Database Tools Help Fields Table Tell me what you want to do

View Paste Copy Cut Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Sort & Filter

Refresh New Save Totals Spelling Find

Calibri (Detail) 11

B I U Text Formatting

All Access Objects

Tables

2020_BusinessCards

ContactID	FirstName	LastName	CompanyName	Phone	Website	Notes	Email	Click to Add
2	Gary	Jones	Krazy company	2085465466	krazyco.co		Oouss@ircdriv	
3	Lettie	Peterson	Cardaso	8085551212	Cardaso.com	cardio equipment	dnoor.ja@bnd	
4	Kate	Bush	Instalsples	202555010	instalsples.com	call for a quote	9zohir.barca11	
5	H.P.	Long	Brandhand	202-555-010	brandhand.org		2whgp2013n@	
6	Anna	Picore	Footagesaces	8015556987	Footagesaces.i	met at conference	k.bush@footag	
7	Martin	Luther	marketprofit	6015550131	marketprofit2.		Martin.l@mark	
8	Joe	Jones	permitskits	3175550197	permitskits.co		zosvaldir@fixc	
9	Jalal al-Din	Rumi	poker hand	9165550132	pokerhandfory	poker lessons	omahmoud.ab	
10	Jenna	Koya	global redial	2025550122	globalredial.or		jennak@global	
11	Nipsey	Russell	galls calls	6035550170	gallscalls.com	Spam call prevent	jmoaid.a@cat	
12	Baruch	Ashlag	subbies keys	6015550143	subbieskeys.cc		4newky2011z@	
13	Jacques	Attali	people social	2025557895	Peoplesocial.n		rfiras.kara@cry	
14	Emile	Zola	legal capital	9075550188	legalcap.biz	talked about her f	hdavid.viglo1@	
15	Cy	Young	credit booth	9165550133	creditbooth.nz	he asked how to g	cyyoung@cred	
16	Lin	Yutang	identity deck	2025550140	identitydeck.b		cmahamad.d@	
17	Hamilton	Jefferson	swipe sure	5015550149	swipesure.org		hammyjeff@sv	
18	Hayley	Jensen	CarpetEZ	5125550105	Carpetez.com	Check in three mc	8good.m@cryp	
19	Michael	Gibran	generator services	3175550150	genservices.co		oazizb@cleana	
20	Eric	Giraudoux	Cheesezy Co.	5185550155	Cheesezy.info	Best cheeses in tc	9mano4738u@	
*	(New)							

Datasheet View

Record: 14 of 17 of 19

No Filter Search

Num Lock

4. **Edit Information:** There is a misspelling in one of the contacts. Emile Zola should be spelled Emily Zola. Correct her name in the database.

All Access Objects

Search...

Tables

- 2020_BusinessCards

ContactID	FirstName	LastName	CompanyName	Phone	Website	Notes	Email	Click to add column
2	Gary	Jones	Krazy company	2085465466	krazyco.co		Oouss@ircdriv	
3	Lettie	Peterson	Cardaso	8085551212	Cardaso.com	cardio equipment	dnoor.ja@bnd	
4	Kate	Bush	Instalsples	202555010	instalsples.com	call for a quote	9zohir.barca11	
5	H.P.	Long	Brandhand	202-555-010	brandhand.org		2whgp2013n@	
6	Anna	Picore	Footagesaces	8015556987	Footagesaces.i	met at conference	k.bush@footag	
7	Martin	Luther	marketprofit	6015550131	marketprofit2.		Martin.l@mark	
9	Jalal al-Din	Rumi	poker hand	9165550132	pokerhandfory	poker lessons	omahmoud.ab	
10	Jenna	Koya	global redial	2025550122	globalredial.or		jennak@global	
11	Nipsey	Russell	galls calls	6035550170	gallscalls.com	Spam call prevent	jmoaid.a@cat	
12	Baruch	Ashlag	subbies keys	6015550143	subbieskeys.cc		4newky2011z@	
13	Jacques	Attali	people social	2025557895	Peoplesocial.n		rffiras.kara@c	
14	Emily	Zola	legal capital	9075550188	legalcap.biz	talked about her f	hdavid.viglo1e	
15	Cy	Young	credit booth	9165550133	creditbooth.nz	he asked how to g	cyyoung@cred	
16	Lin	Yutang	identity deck	2025550140	identitydeck.b		cmahamad.d@	
17	Hamilton	Jefferson	swipe sure	5015550149	swipesure.org		hammyjeff@sv	
18	Hayley	Jensen	CarpetEZ	5125550105	Carpetez.com	Check in three mc	8good.m@cryp	
19	Michael	Gibran	generator services	3175550150	genservices.co		oazizb@cleana	
20	Eric	Giraudoux	Cheesezy Co.	5185550155	Cheesezy.info	Best cheeses in tc	9mano4738u@	
*	(New)							

Record: 19 of 19 No Filter Search

Datasheet View Num Lock

6. **Add New Contact:** Enter a new contact with the following information into the existing table.

1. Heath Karrick, Spry Life, LLC, 2025551423, sprylife.com, heathkck@sprylife.com

2020_BusinessCardsFinal : Database- C:\Users\Pendleto... Table Tools Sign in

File Home Create External Data Database Tools Help Fields Table Tell me what you want to do

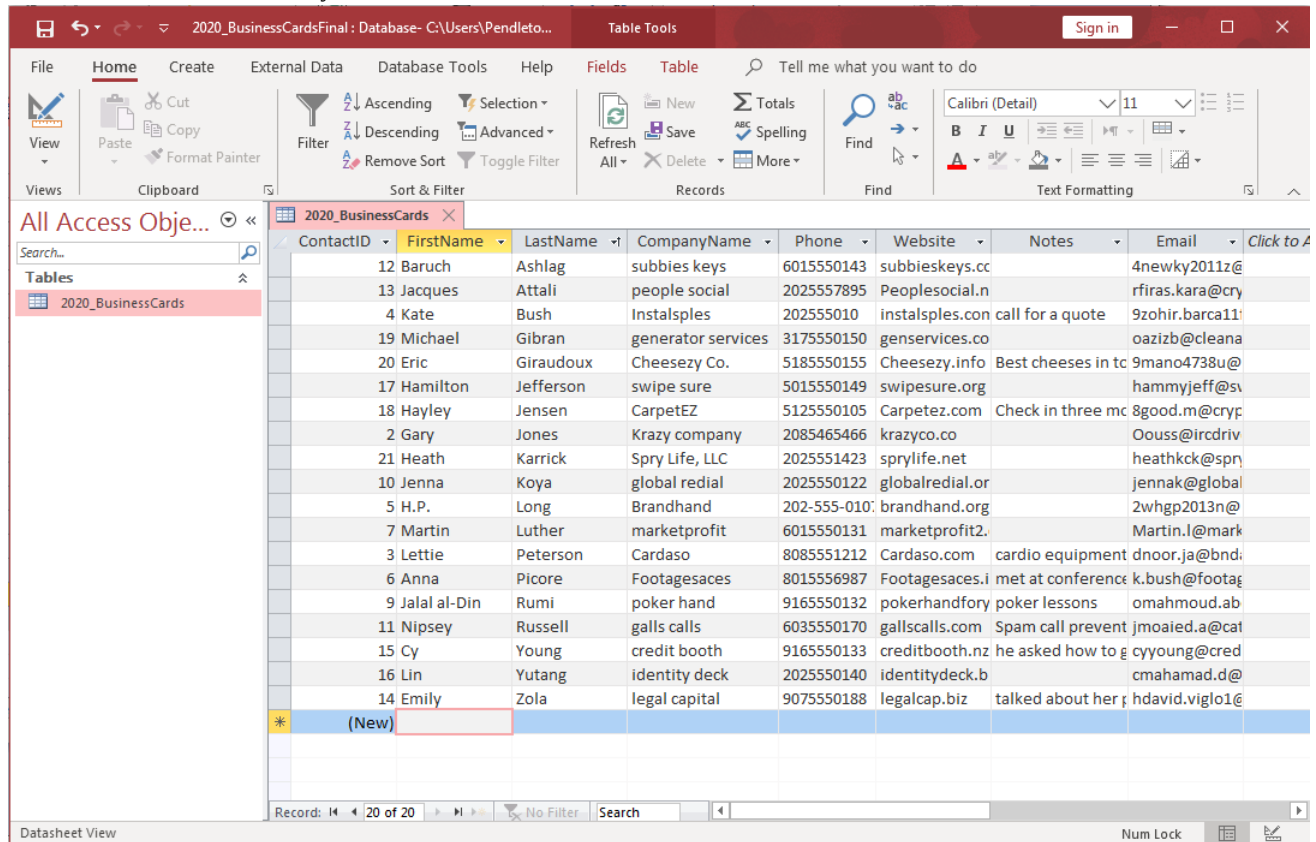
View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Text Formatting

All Access Objects Search... Tables 2020_BusinessCards

ContactID	FirstName	LastName	CompanyName	Phone	Website	Notes	Email	Click to Add
2	Gary	Jones	Krazy company	2085465466	krazyco.co		Oouss@ircdriv	
3	Lettie	Peterson	Cardaso	8085551212	Cardaso.com	cardio equipment	dnoor.ja@bnd	
4	Kate	Bush	Instalsples	202555010	instalsples.com	call for a quote	9zohir.barca11	
5	H.P.	Long	Brandhand	202-555-010	brandhand.org		2whgp2013n@	
6	Anna	Picore	Footagesaces	8015556987	Footagesaces.i	met at conference	k.bush@footag	
7	Martin	Luther	marketprofit	6015550131	marketprofit2.		Martin.l@mark	
9	Jalal al-Din	Rumi	poker hand	9165550132	pokerhandfory	poker lessons	omahmoud.ab	
10	Jenna	Koya	global redial	2025550122	globalredial.or		jennak@global	
11	Nipsey	Russell	galls calls	6035550170	gallscalls.com	Spam call prevent	jmoaied.a@cat	
12	Baruch	Ashlag	subbies keys	6015550143	subbieskeys.cc		4newky2011z@	
13	Jacques	Attali	people social	2025557895	Peoplesocial.n		rfiras.kara@cry	
14	Emily	Zola	legal capital	9075550188	legalcap.biz	talked about her f	hdavid.viglo1@	
15	Cy	Young	credit booth	9165550133	creditbooth.nz	he asked how to g	cyyoung@cred	
16	Lin	Yutang	identity deck	2025550140	identitydeck.b		cmahamad.d@	
17	Hamilton	Jefferson	swipe sure	5015550149	swipesure.org		hammyjeff@sv	
18	Hayley	Jensen	CarpetEZ	5125550105	Carpetez.com	Check in three mc	8good.m@cryp	
19	Michael	Gibran	generator services	3175550150	genservices.co		oazizb@cleana	
20	Eric	Giraudoux	Cheesezy Co.	5185550155	Cheesezy.info	Best cheeses in tc	9mano4738u@	
21	Heath	Karrick	Spry Life, LLC	2025551423	sprylife.net		heathkck@sprn	
*	(New)							

Record: 19 of 19 No Filter Search Num Lock

7. Filter: Sort the contact table by last name A–Z.



The screenshot shows the Microsoft Access interface with the '2020_BusinessCards' table open in Datasheet View. The table is sorted by 'LastName' in ascending order. The interface includes a ribbon with 'File', 'Home', 'Create', 'External Data', 'Database Tools', and 'Help'. The 'Home' tab is active, showing options for 'Filter', 'Sort & Filter', 'Records', and 'Find'. The table data is as follows:

ContactID	FirstName	LastName	CompanyName	Phone	Website	Notes	Email	Click to Add
12	Baruch	Ashlag	subbies keys	6015550143	subbieskeys.cc		4newky2011z@	
13	Jacques	Attali	people social	2025557895	Peoplesocial.n		rfiras.kara@cry	
4	Kate	Bush	Instalsples	202555010	instalsples.com	call for a quote	9zohir.barca11	
19	Michael	Gibran	generator services	3175550150	genservices.co		oazib@cleana	
20	Eric	Giraudoux	Cheesezy Co.	5185550155	Cheesezy.info	Best cheeses in to	9mano4738u@	
17	Hamilton	Jefferson	swipe sure	5015550149	swipesure.org		hammyjeff@sv	
18	Hayley	Jensen	CarpetEZ	5125550105	Carpetez.com	Check in three mc	8good.m@cryp	
2	Gary	Jones	Krazy company	2085465466	krazyco.co		Oouss@ircdriv	
21	Heath	Karrick	Spry Life, LLC	2025551423	sprylife.net		heathkck@spn	
10	Jenna	Koya	global redial	2025550122	globalredial.or		jennak@global	
5	H.P.	Long	Brandhand	202-555-010	brandhand.org		2whgp2013n@	
7	Martin	Luther	marketprofit	6015550131	marketprofit2.		Martin.l@mark	
3	Lettie	Peterson	Cardaso	8085551212	Cardaso.com	cardio equipment	dnoor.ja@bnd	
6	Anna	Picore	Footagesaces	8015556987	Footagesaces.i	met at conference	k.bush@footag	
9	Jalal al-Din	Rumi	poker hand	9165550132	pokerhandfory	poker lessons	omahmoud.ab	
11	Nipsey	Russell	galls calls	6035550170	gallscalls.com	Spam call prevent	jmoaied.a@cat	
15	Cy	Young	credit booth	9165550133	creditbooth.nz	he asked how to g	cyyoung@cred	
16	Lin	Yutang	identity deck	2025550140	identitydeck.b		cmahamad.d@	
14	Emily	Zola	legal capital	9075550188	legalcap.biz	talked about her	hdavid.viglo1@	
*	(New)							

8. Save: Save the file.

9. Submit the presentation file in your course online.

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