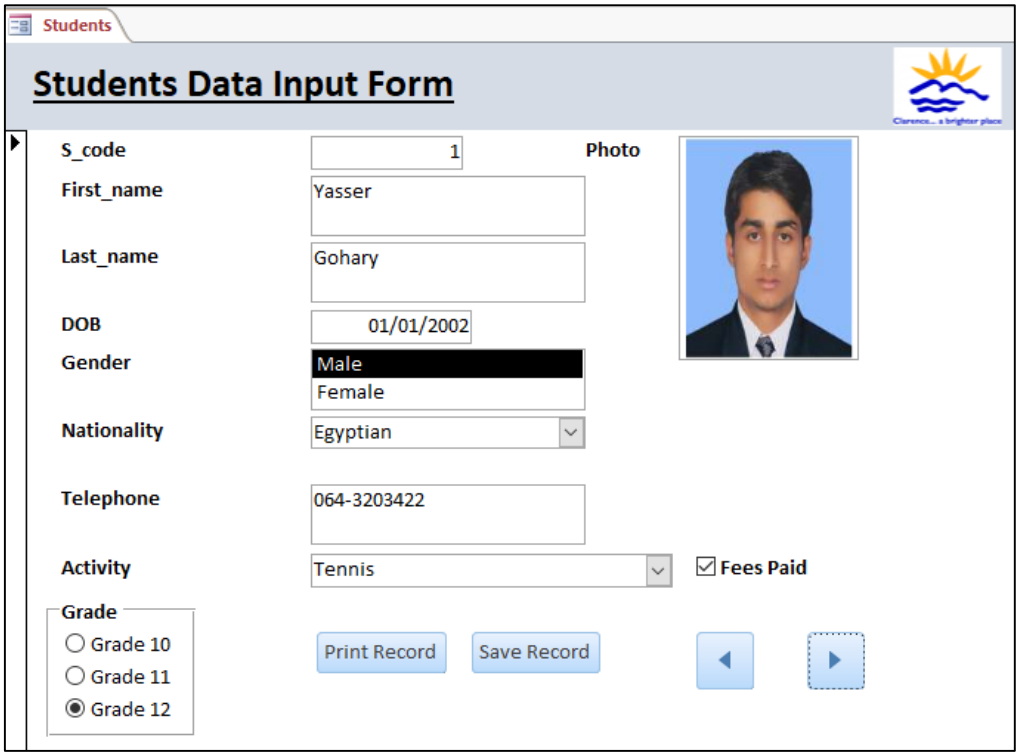
Database Exercise II

1. **Import the table Students as a new table in your database.**
   Use these field names and data types:

Field Name	Data type	Format/Validation
S_code	Text	Maximum 3 characters
First_name	Text	Maximum 20 characters
Last_name	Text	Maximum 20 characters
DOB	Date	dddd dd MMM, yy
Gender	Text	***Male*** or ***Female***
Nationality	Text	***Egyptian*** or ***American*** or ***Indian***
Telephone	Text	**3 digits** followed by **a dash sign** then **7 digits**
Grade	Integer	**2 digits** only
Fees_paid	Logical	***Yes*** or ***No***
Activity	Text	***Football*** or ***Swimming*** or ***Tennis***

2. **Add a new field called *Photo* with the data type *Attachment* or *OLE object***
3. **Set the *S_code* field as the primary key.**
4. **Save the table (file) with the name *Students***
5. **Create a data entry form using all the fields in the students table which look like this:**



Points to be taken in your account when evaluating the design of a data entry form

- Consistent layout of formatting
- Appropriate use of title
- Instructions on filling in form
- Command buttons
- Navigation buttons
- Should contain descriptive labels, not just field names
- Drop down list used to reduce data entry errors and to enter data faster
- Use of radio buttons to reduce data entry errors and to enter data faster
- Use of check boxes to reduce data entry errors and to enter data faster
- Appropriate space for data added
- Suitable field lengths for this data
- Appropriate spacing between fields/appropriate use of white space
- Form fills available space/window
- Font size/legibility/color schemes