**Access Homework Problem: “Create Personal Contact Database”**

Steps for Homework Problem:

1. Create a new database with the name “Your Name Contact Database”.
2. Create a Table with the name Contacts
3. For the Table “Contacts”, create the following Fields with the following Field Names, Data Types and Field Properties:
	1. Contact ID
		1. Data Type = AutoNumber
		***Note:*** Make this Field the Primary Key
	2. First Name
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 25
	3. Last Name
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 30
	4. Address
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 150
	5. City
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 75
	6. State
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 2
			2. Input Mask = >LL
	7. Zip Code
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 9
			2. Input Mask = 00000\-9999
	8. Cell Phone
		1. Data Type = Short Text
		2. Field Properties:
			1. Field Size = 10
			2. Input Mask = \(000”) “000\-0000
	9. Highline Student
		1. Data Type = Yes/No
4. Create a Form for the “Contacts” Table and name it “Contacts”.
5. Add these five contact records:



***Note:*** When entering records, the AutoNumber (Contact ID Field) will automatically create the number for you. You do not need to enter any data for this field.
6. Create a Query that shows Contact Records (All Fields except Contact ID) when the City Field is Seattle AND the Highline Student Field is Yes. Uncheck the “Show” option in the Query Grid for the Highline Student Field. Name the Query something smart like “Highline Students in Seattle”.
7. Create a Report based on the “Highline Students in Seattle” Query.