Exercise

# Creating a Table and Adding Fields

## Creating a Table

* **Download** the file ‘*Trip\_Example.txt*'.
* Review the trip information and fields.
* **Create a Table** that includes an *‘ID’* field.
* Rename the table to *‘tblTrip’*.
* Switch to **Design View**.

## Working with table fields

* Add a **Description** for the **ID** field.
* Add another field named *‘Code’* and set the Data Type to **Short Text**.
* Add a **Description** for the **Code** field.

## Modifying Field Properties

* Set the **Field Properties** for the **Code** field as follows:
  + Field Size: **3**
  + Required: **Yes**
  + Allow Zero Length: **No**
  + Indexed: **Yes (Duplicates OK)**