**Microsoft Access 2013 Norwalk Community College**

**Review of First Session**

## Create a blank database called Review

## Create a table called Customers

## Create/define 4 fields (with data type of Short Text)

## First, Last, Town, Phone

## Enter data for yourself

## Import a spreadsheet Customers.xlsx to append to the table

## Sort the table: By Last and then First

## Find the record with a phone number that includes 1552