

Tables Exercise

1. Download and save the file [AC01-Books.accdb](#). Double-click the database file to open it. Click the **Enable Content** button if it appears.
2. Save the database with the name *Lastname_Firstname_Books*.
3. Locate and import the Excel file [AC01-Great Books.xlsx](#) to create a new table called **Books**, accepting all suggestions from Access and letting Access create a primary key field.
4. Open the table in Datasheet View and sort it by price, from largest to smallest.
5. Find the record that contains the word "**peace**."
6. Change the price of this record to **9.95**.
7. Sort the table again by **Price**, largest to smallest.
8. Find the record that contains the text "**don**."
9. Select this record and check its spelling. Accept any suggestions from the spelling checker.
10. Automatically adjust the width of each column so that it displays all data.
11. Press **Ctrl + S** to save the new table design.
12. Save the table as a PDF file named *Lastname_Firstname_Books_Table*.
13. Close the "**Books**" table.
14. Close the database file.