

Manipulating a Table

1. Open the Badminton database you used in Access Exercise Introduction 2.
2. Open the Members table.
3. Move the Age column to before Joining Date so that Joining Date will now be the last column.
4. Hide the Age column.
5. If not all the information can be seen in a column, alter the size of the column/s.
6. Using the Find facility locate the surname Walker and change it to read Bradbury.
7. Unhide the Age column.
8. Close the table and save changes if asked.