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Online Retail Stores

New Skills

1. Create an Input Mask.

Activity Overview

Shopping has never been easier. With a few clicks of a mouse, you can enter a virtual shopper's paradise with access to the same products you would find in "brick and mortar" stores without ever having to leave your home. Well-made, affordable, trendy, clothing for teens can be found at a myriad of sites. There's something out there for every size, shape, and style. So, for the look you want at prices you'll love, log on and start shopping!

The following activity illustrates how a database can be used to hold data about the headquarters of online retail stores and how to use an input mask to create a predefined format for a specific field. An input mask ensures that you enter and display data only in the format that you want for a particular field.

Instructions

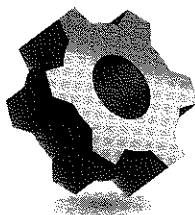
1. Create a NEW database.
2. Name the database ONLINE RETAIL STORES.
3. Create a NEW table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure

FIELD NAME	DATA TYPE
Store Name	Text
Street Address	Text
City	Text
State	Text
Zip	Text
Phone Number	Text
Web site	Hyperlink

5. While still in Design View, click on the Phone Number field name.
6. Click the Input Mask text box in the Field Properties pane.
7. Click on the Build button to the right of the Input Mask text box.
8. Select the Phone Number Input Mask.
9. Do not change the Input Mask.
10. Store the data without the symbols in the mask.
11. Click on Finish.

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12. Save the table as RETAIL STORES HEADQUARTERS INFO without defining a primary key.
13. Go to Datasheet View and enter the data for each record as shown.
 - ★ *Note: If you try to enter parentheses, hyphens, or spaces while inputting the phone number data, you will get an error message.*
14. Adjust the Field Name column widths as necessary.
15. Resave the table.
16. Carefully proofread your work for accuracy.
17. Change the page setup to landscape orientation.
18. Print a copy of the RETAIL STORES HEADQUARTERS INFO table if required by your instructor.

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INPUT DATA

RECORD #	Store Name	Street Address	City	State	Zip	Phone Number	Web site
1	Neiman Marcus	1618 Main Street	Dallas	TX	75201	(214) 743-7600	neimanmarcus.com
2	Bergdorf Goodman	625 Madison Avenue	New York	NY	10022	(800) 558-1815	bergdorfgoodman.com
3	Macy's	7 W. 7th Street	Cincinnati	OH	45202	(513) 579-7000	macys.com
4	Bloomingdale's	1000 3rd Avenue	New York	NY	10022	(800) 472-0788	bloomingdales.com
5	Nordstrom	1617 6th Avenue	Seattle	WA	98101	(888) 282-6060	nordstrom.com
6	Saks Fifth Avenue	12 E. 49th Street	New York	NY	10017	(877) 551-7257	saksfifthavenue.com
7	Target	1000 Nicollet Mall	Minneapolis	MN	55403	(800) 440-0680	target.com
8	Old Navy	1 Harrison Street	San Francisco	CA	94105	(800) 333-7899	oldnavy.com
9	Wet Seal	26972 Burbank	Foothill Ranch	CA	92610	(800) 735-7325	wetseal.com
10	American Eagle Outfitters	77 Hot Metal Street	Pittsburgh	PA	15203	(412) 432-3300	ae.com
11	Pac Sun	3450 E. Miraloma Avenue	Anaheim	CA	92806	(877) 372-2786	pacsun.com
12	The Gap	2 Folsom Street	San Francisco	CA	94105	(650) 952-4400	gap.com
13	JC Penney	6501 Legacy Drive	Plano	TX	75024	(972) 431-1000	jcpenny.com
14	Wal-Mart	702 SW 8th Street	Bentonville	AR	72716	(800) 925-6278	walmart.com

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RECORD #	Store Name	Street Address	City	State	Zip	Phone Number	Web site
15	Delia's	50 W. 23rd Street	New York	NY	10010	(212) 590-6200	delias.com
16	Sears	3333 Beverly Road	Hoffman Estates	IL	60179	(800) 732-7780	sears.com
17	Aeropostale	112 W. 34th Street	New York	NY	10120	(646) 488-5410	aeropostale.com