

- c.  Save the table as **Fleet**.
3.  Edit the field properties of the **Fleet** table using the information in Table 1-20.

Table 1-20

Field Name	Caption	Size
ID	<b>Aircraft ID</b>	N/A
PlaneModel	<b>Model</b>	25
Manufacturer		20
Length		7
FirstClassSeats	<b>First Class</b>	N/A
CoachSeats	<b>Coach</b>	N/A
InServiceDate	<b>In- Service</b>	N/A

4.  Save and close the table after updating the properties.
5. Import data from Excel into the **Fleet** table.
- Launch the **Get External Data – Excel Spreadsheet** dialog box.
  - Locate and select the **AlpPlaneDataFile-01** Excel file downloaded from the **Resources** link.
  - Append the records to the **Fleet** table.
  - Launch the **Import Spreadsheet Wizard**.
  - Finish the **Import Spreadsheet Wizard**. Close the **Wizard** after the records have imported.
6.  Open the **Fleet** table in **Datasheet** view. Your table should contain 17 records.
7. Change the layout of the **Fleet** table.
- Change the **Font Size** to 10.
  - Select the entire **Datasheet** and use **AutoFit** to adjust all the fields to their correct size.
  - Center-align the **Aircraft ID**, **First Class**, and **Coach** fields.
  - Remove the gridlines.
  - Save the changes to the layout.
8.  Sort the **Fleet** table in descending (newest to oldest) order according to the **In-Service** field. The table should look similar to Figure 1-125.
9.  Remove the sort criteria.
10.  Click the **Search** icon to find **Boeing**.
11.  Delete the value from the **Search** box.
12.  Close the **Fleet** table.
13.  Do not save any of the changes as a result of sorting or filtering the table.
14. Add the following database properties:
- Title: **Boeing Air  
Fleet Data**
  - Author: **Boeing  
Pilgrims**
  - Company: **Boeing Air**
- Click **OK** to save the changes.
15.  Close the database.
16.  Upload and save your project file.
17.  Submit project for grading.

ID	PlaneModel	Manufacturer	Length	FirstClassSeats	CoachSeats	InServiceDate
1	747	Boeing	70	20	100	12/15/2018
2	737	Boeing	60	10	50	12/15/2018
3	737	Boeing	60	10	50	12/15/2018
4	737	Boeing	60	10	50	12/15/2018
5	737	Boeing	60	10	50	12/15/2018
6	737	Boeing	60	10	50	12/15/2018
7	737	Boeing	60	10	50	12/15/2018
8	737	Boeing	60	10	50	12/15/2018
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11	737	Boeing	60	10	50	12/15/2018
12	737	Boeing	60	10	50	12/15/2018
13	737	Boeing	60	10	50	12/15/2018
14	737	Boeing	60	10	50	12/15/2018
15	737	Boeing	60	10	50	12/15/2018
16	737	Boeing	60	10	50	12/15/2018
17	737	Boeing	60	10	50	12/15/2018

Figure 1-125 Records sorted on In-Service Date

# **Excel 2019 In Practice Ch 1 Independent Project 1 6**

**Samuel J. Mantel**



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