

Microsoft Access Practical exercise

EXERCISE ONE.

1. Create a Table:

- A. Create a table called **Publisher** having the following structure:

Field Name	Data Type
PubID	Short Text
PubName	Short Text
URL	Hyperlink

Set the field **PubID** as the primary key.

Set the Field Size field property of the field **PubID** to 5.

Set the Field Size field property of the field **PubName** to 50.

Set the caption property of the **PubID** field to **Publisher ID**.

Set the caption property of the **PubName** field to **Publisher's Name**.

- B. Enter the following data for the **Publisher** table:

PubID	PubName	URL
MH	McGraw-Hill	http://www.mhhe.com
PH	Prentice Hall	http://www.prehall.com
WI	Wiley	http://www.wiley.com
EL	Elsevier	http://www.elsevierdirect.com
AW	Addison Wesley	http://www.aw.com
MF	MIT Press	http://mitpress.mit.edu
CL	Cengage Learning	http://cengage.com

2. Relationships

- A. Create a relationship between the **AuthorID** field in the **Author** table and the **AuthorCode** field in the **Book** table. Put a checkmark in the box labeled **Enforce Referential Integrity**.
- B. Create a relationship between the **PubID** field in the **Publisher** table and the **PubID** field in the **Book** table. Put a checkmark in the box labeled **Enforce Referential Integrity**.

3. Create a Report:

Use the Report Wizard to create a report having the following requirements:

- Select the **LastName** field from the **Author** table.
- Select the **Title** and **Price** fields from the **Book** table.
- Select the **PubName** field from the **Publisher** table.
- View the data by **Publisher**.

Microsoft Access Practice Exercises

**Sarah E. Hutchinson, Sarah E.
Hutchinson-Clifford, Glen J. Coulthard**

Microsoft Access Practice Exercises:

MOS 2013 Study Guide for Microsoft Access John Pierce, 2013-06-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files *Exploring Microsoft Access for Windows 95, Version 7.0* Robert T. Grauer, Maryann M. Barber, 1996 The Exploring Windows 95 series has been updated to accommodate the Microsoft Windows 95 operating system Problem sets have been expanded to review and extend the information with four levels of end of chapter exercises This work explores Access 7 0 *Exploring Microsoft Access 97* Robert T. Grauer, Maryann M. Barber, 1998 For any course teaching application software using Microsoft Office 97 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences All books in this series offer consistent presentation common design pedagogy writing style and level Concepts as well as key strokes are emphasized Hands on exercises in every lesson provide just the right amount of practice time This best selling author team s hands on approach and conceptual framework helps students master important concepts as well as the features of the powerful Office 97 applications **Introduction to Data Organization and Management** Mr. Rohit

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O'Leary,Linda I. O'Leary,1996 **Microsoft Access 2 for Windows Step by Step** Catapult, Inc,1994 The fastest way to learn Microsoft Access People new to databases and those switching from other programs will find this book a golden tool to learn the software fast With the tried and true format of combining self paced lessons with disk based practice files users will be amazed at how quickly they will be creating and using their own custom databases Database Management **Microsoft**

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Microsoft Access Version 2002 Step by Step ,2003 **Microsoft Access 2000** Meredith Flynn,Nita Hewitt Rutkosky,2000 This text covers Microsoft Access 2000 core level and teaches the core and expert skills required for Microsoft Office User Specialist certification Flynn Bowling Green State U and Rutkosky Pierce College present seven chapters that accelerate learning through the use of visuals screen captur **Microsoft Access 97** Carita Virenus,1998

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1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Access Practice Exercises
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 - Chapter 4: Microsoft Access Practice Exercises in Specific Contexts
 - Chapter 5: Conclusion
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