

## Microsoft Access Exercise 1

### Instructions:

1. Organize a database of **KILIMAMBOGO HIGH SCHOOL** having a table called **STUDENTS RECORDS**.
2. Enter the following records into the table created above:

NAMES	ADM NO	DATE ADMITTED	OFFICIALITY	FORM	FEE BALANCES
BRECKY	241	1995	MONITOR	F4	22000
LINDAH	198	1999	HEAD GIRL	F3	21000
SZZY	300	2005	MONITOR	F1	13000
BONA	243	2003	PREFECT	F2	16000
MILLY	180	2001	CAPTAIN	F4	14000
SUSAN	154	2010	MONITOR	F2	11000
DAN	143	1997	HEAD BOY	F4	14000

### *Pull out these records from the table:*

1. All students with fee balances under the limit i.e. **15000** (2marks)
2. List of all **monitors** with their respective **classes**. (2marks)
3. List of all **Heads**. (2marks)
4. All **form fours** with equal **fee balances**. (2marks)
5. All **officials** with exception of **captain**. (2marks)
6. Students admitted before Millennium i.e. **2000**. (2marks)
7. Students names with the letters "**AN**" appearing last. (2marks)
8. Create a **Form in wizard** showing the students records without **Bona**. (4marks)
9. Organize a **report wizard** of all **form fours** and **twos** records. (4marks)

# Microsoft Access Exercise Manual

**TeachUcomp**

The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'C' or a partial circle.

## **Microsoft Access Exercise Manual:**

*Adobe Acrobat Pro DC Training Manual Classroom in a Book TeachUcomp* ,2024-12-11 Complete classroom training manual for Adobe Acrobat Pro DC 292 pages and 133 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold all over the world these materials are provided in full color PDF format with not for profit reprinting rights and offer clear concise and easy to use instructions You will learn PDF creation advanced PDF settings exporting and rearranging PDFs collaboration creating forms document security and much more Topics Covered Getting Acquainted with Acrobat 1 Introduction to Adobe Acrobat Pro and PDFs 2 The Acrobat Environment 3 The Acrobat Home View 4 The Acrobat Document View 5 The Acrobat Tools View 6 The New Document View in Acrobat 7 The Quick Tools Panel in Acrobat 8 Customizing the Quick Tools Panel in Acrobat 9 The Navigation Pane in Acrobat Opening and Viewing PDFs 1 Opening PDFs 2 Selecting and Copying Text and Graphics 3 Rotating Pages Using the Pages Panel in Acrobat 4 View and Page Display Settings in Acrobat 5 Using the Zoom Tools 6 Reviewing Preferences 7 Finding Words and Phrases 8 Searching a PDF and Using the Search Pane Creating PDFs 1 Overview of Creating New PDFs in Acrobat 2 Creating a PDF from a Single File or Creating a Blank PDF 3 Combine Files to Create a PDF 4 Creating Multiple PDFs from Multiple Files at Once 5 Creating PDFs from Scanned Documents 6 Creating PDFs Using the PDF Printer 7 Creating PDFs from Web Pages Using Acrobat 8 Creating PDFs from the Clipboard 9 Creating PDFs in Microsoft 365 Desktop Apps 10 Creating PDFs in Excel PowerPoint and Word 11 Creating PDFs in Adobe Applications 12 Creating a PDF from Email in Outlook 13 Converting Folders to PDF in Outlook Custom PDF Creation Settings 1 PDF Preferences in Excel PowerPoint and Word 2 Adobe PDF Settings 3 Creating and Modifying Preset Adobe PDF Settings 4 The General Category in Preset Adobe PDF Settings 5 The Images Category in Preset Adobe PDF Settings 6 The Fonts Category in Preset Adobe PDF Settings 7 The Color Category in Preset Adobe PDF Settings 8 The Advanced Category in Preset Adobe PDF Settings 9 The Standards Category in Preset Adobe PDF Settings 10 Create PDF and Share via Outlook in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create PDF and Share Link in Excel PowerPoint and Word 13 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit Panel in Acrobat 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating Links in Acrobat 2 Creating and Editing Buttons 3 Adding Video and Sound Files 4 Adding 3D Content to PDFs 5 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages

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**Table of Contents (GPO Access Training Manual), GPO Access, Legislative Mandate, (Changes), August 2001 ,** *Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27*

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