

**Practical Exercises Microsoft Access*****Exercise 1***

1. Create a new database, save it on the desktop and name it "School Database"
2. Create a Table in the *School Database* with the following:

Field Name	Data Type	Field Size or Format
ID Number	Text	10
Name	Text	15
Surname	Text	15
Telephone Number	Number	Long Integer
Date of Birth	Date/Time	Medium Date
Stipend	Currency	Currency
Foreigner	Yes/No	Yes/No

3. Make the "ID Number" Field as the Primary Key.
4. Save the table as "Student's Table"
5. Return to the main Access window.

***Exerci  
2***

1. Open the "Students Table" and enter 5 complete records.
2. Sort the table in ascending order by surname
3. Move the *Date of Birth* and *Telephone Number* fields so that the *Date of Birth* field is now directly after the *Surname* field.
4. Delete the last Record you have entered
5. Change the field size of the *Surname* to 20

# Microsoft Access 20practice Exercises

**L. G. Alexander**



## **Microsoft Access 20practice Exercises:**

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 Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero  
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 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top  
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 Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a  
 Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar *Exploring Microsoft 365* Mary Anne  
 Poatsy, Jerri Williams, Amy Rutledge, 2025 The Exploring Series keeps students at the forefront of project and content creation  
 by focusing on the skills functionality and concepts of Microsoft 365 that are needed to succeed in a cloud based world

Students are challenged to think beyond the point and click and to learn to adapt as productivity tools and apps continually update and change The goal of the Exploring Series is to provide more than the steps to accomplish a task The Exploring Series strives to explain the skills in real life context so students understand not just how to apply a skill but when and why to use the skill The visual design presents the theory content on white pages and the Hands On Exercises on yellow pages Students can easily jump between the pages using step cues and hyperlinks if they want to access a Hands On Exercise from the white pages or need a reminder of the why from the white pages as they work on a Hands On Exercise With this understanding students know which application function or feature to use to achieve specific goals and to critically solve problems in academic work and future career roles

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Microsoft Powerpoint 365 Pat R. Graves,Amie Mayhall,2022 We wrote Microsoft Office 365 In Practice 2021 Edition to meet the diverse needs of both students and instructors Our approach focuses on presenting Office topics in a logical and structured manner teaching concepts in a way that reinforces learning with practice projects that are transferrable relevant and engaging Our pedagogy and content are based on the following beliefs

**Exercises in Practice** J. M. Fletcher,1934 Microsoft Access 365 Complete: In Practice, 2019 Edition Randy Nordell,Annette Easton, Professor,2019-08-27 Microsoft Office 365 2019 In Practice offers a fresh approach to teaching today s students Microsoft Office skills by clearly introducing skills in logical order 1 Topic 2 Instruction and 3 Practice Nordell s TIP approach builds a foundation for success by helping students apply what they learn and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignments In Practice seamlessly integrates with SIMnet McGraw Hill Education s learning and assessment solution which houses content to help students practice and master computing concepts and Microsoft Office skills In Practice auto graded projects allow students to practice their skills in a live Office application and upon completion receive immediate feedback and insights The integration of the In Practice textbook series with SIMnet helps meet the diverse needs of students and accommodate individual learning styles

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**2019 Edition** Annette Easton, Professor, Randy Nordell, 2019-09-03 Microsoft Office 365 2019 In Practice offers a fresh approach to teaching today's students Microsoft Office skills by clearly introducing skills in logical order 1 Topic 2 Instruction and 3 Practice Nordell's TIP approach builds a foundation for success by helping students apply what they learn and provides transferable skills that allow students to grasp critical thinking beyond the textbook assignments In Practice seamlessly integrates with SIMnet McGraw Hill Education's learning and assessment solution which houses content to help students practice and master computing concepts and Microsoft Office skills In Practice auto graded projects allow students to practice their skills in a live Office application and upon completion receive immediate feedback and insights The integration of the In Practice textbook series with SIMnet helps meet the diverse needs of students and accommodate individual learning styles

*Exploring Microsoft 365* Mary Anne Poatsy, Keith Mulbery, Jason Davidson, 2025 The goal of the Exploring Series is to provide more than the steps to accomplish a task The Exploring Series strives to explain the skills in real life context so students understand not just how to apply a skill but when and why to use the skill The visual design presents the theory content on white pages and the Hands On Exercises on yellow pages Students can easily jump between the pages using step cues and hyperlinks if they want to access a Hands On Exercise from the white pages or need a reminder of the why from the white pages as they work on a Hands On Exercise With this understanding students know which application function or feature to use to achieve specific goals and to critically solve problems in academic work and future career roles In this 2025 edition the Exploring Series continues to keep pace with Microsoft 365 application updates through constant content review and semester updates to the eText And with a greater emphasis on Mac compatibility and critical thinking all students will be able to work effectively and attain the skills needed to succeed no matter which device they are working on

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Building Blocks 2 Using Building Blocks Master Pages 1 Using Master Pages Customizing Schemes 1 Creating a Custom Color Scheme 2 Creating a Custom Font Scheme 3 Customizing Page Backgrounds Using Tables 1 Creating and Deleting Tables 2 Selecting Table Elements 3 Inserting and Deleting Columns and Rows 4 Merging Text in Table Cells 5 Modifying Text in Table Cells 6 Formatting Tables Page Setup and Layouts 1 Using Page Setup 2 Using Layout Guides 3 Using the Rulers Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Previewing a Merge 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Merging a Catalog Printing 1 Previewing and Printing 2 Using the Pack and Go Feature 3 Sharing and Exporting Publications Helping Yourself 1 Using Publisher Help      **Microsoft Access 365** Nita Hewitt Rutkosky,Audrey Roggenkamp,Ian Rutkosky,2020  
    Forty-four practice exercises in general paper Ho Chan Fong,1983      **Microsoft Access 365** Jan Davidson (College teacher),2020      **Microsoft Access 365** Nita Hewitt Rutkosky,Jan Davidson,Audrey Roggenkamp,Ian Rutkosky,2020  
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