

## Microsoft Access Practical exercise

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### 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	<a href="http://www.mhhe.com">http://www.mhhe.com</a>
PH	Prentice Hall	<a href="http://www.prehall.com">http://www.prehall.com</a>
WI	Wiley	<a href="http://www.wiley.com">http://www.wiley.com</a>
EL	Elsevier	<a href="http://www.elsevierdirect.com">http://www.elsevierdirect.com</a>
AW	Addison Wesley	<a href="http://www.aw.com">http://www.aw.com</a>
MP	MIT Press	<a href="http://mitpress.mit.edu">http://mitpress.mit.edu</a>
CL	Cengage Learning	<a href="http://cengage.com">http://cengage.com</a>

#### 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 2013 Practical Exercises

**Rebecca Lubas, Amy Jackson, Ingrid  
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