

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 2010 Lab Exercises Answers

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Hogan**

Microsoft Access 2010 Lab Exercises Answers:

Foundation of Information Technology MS Office Class 10 Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD **Configuring Microsoft SharePoint 2010** Dan Holme, Alistair Matthews, 2011 A preparation guide for the MCTS Microsoft Certified Technology Specialist certification for Microsoft SharePoint 2010 *MCTS Self-Paced Training Kit (Exam 70-667)* Dan Holme, Dan Holme and Alistair Matthews, 2011

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object oriented programming software reuse and component oriented software construction KEY TOPICS Introduction to Computers the Internet and World Wide Web Introduction to C Programming Introduction to Classes and Objects Control Statements Part 1 Control Statements Part 2 Functions and an Introduction to Recursion Arrays and Vectors Pointers and Pointer Based Strings Classes A Deeper Look Part 1 Classes A Deeper Look Part 2 Object Oriented Programming Inheritance Object Oriented Programming Polymorphism Optional ATM Case Study Part 1 Object Oriented Design with the UML Optional ATM Case Study Part 2 Implementing an Object Oriented Design Exception Handling Templates Operator Overloading String and Array Objects String Processing with Class string Stream Input Output File and String Stream Processing Searching and Sorting Data Structures Standard Template Library STL Bits Characters C Strings and structs Game Programming with Ogre Boost Libraries Technical Report 1 and C 0x Other Topics Operator Precedence and Associativity Chart ASCII Character Set Fundamental Types Number Systems C Legacy Code Topics Preprocessor UML 2 Additional Diagram Types Using the Visual Studioreg 2008 Debugger Using the GNUtrade C Debugger MARKET A useful reference for programmers

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Cyber Sample Questions 14 Keyboard Shortcuts MS Access 15 Glossary *Microsoft Office Access 2010: A Case Approach, Introductory* Linda O'Leary, 2010-10-28 Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2010 A Case Approach offers running case study throughout the text to help students understand the material in a consistent relevant environment Through this theme of Making Office Relevant this text helps students understand why they need this course and these skills Updated for Office 2010 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each Lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions Each Lab opens with a running case study that highlights real world applications of each software program and leads students from problem to solution Moreover 25 50% of all end of chapter exercises are completely new The O Leary Series helps students learn specific applications skills along with those that cross all Office applications which is especially important in mastering this version of Office The O Leary Series also correlates with SimNet Online our online training and assessment program for Office 2010 **Microsoft Office 2010** Timothy J. O'Leary, 2011 [Exploring Microsoft Office 2010, Volume 1: Pearson New International Edition PDF eBook](#) Robert Grauer, Mary Anne Poatsy, Michelle Hulett, Cynthia Krebs, Keith Mulbery, Keith Mast, 2013-08-29 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere **Microsoft Office 2010: Essentials** Alec Fehl, Judy Mardar, Sandra Rittman, Russel Stolins, Pamela Toliver, 2011 Microsoft Office 2010 Essentials is an excellent survey of Office 2010 for introductory level students Though written for beginning computer users this text provides an in depth look at computer concepts and the Office 2010 applications This full color solution offers New exercises incorporating work readiness skills that reflect SCANS competencies Online concept review quizzes offering immediate student feedback Web simulations for Outlook and exercises that cannot always be done in the lab Seamless integration of video tutorials for every topic in every lesson Four new case studies feature progressive themes and focus on situations that learners are likely to encounter You ll find the same relevant topics from previous editions along with plenty of features new to Office 2010 In the first lessons students are introduced to basic computer concepts including components and computer types hardware and software and computer security The Windows lesson includes Windows XP Vista and 7 so you don t have to worry if your lab

or your student doesn't have a particular version. A new Online Collaboration lesson covers Web 2.0 cloud computing, social networking, and threaded discussions. The following lessons introduce the major Office 2010 applications: Word, Excel, PowerPoint, and Access. The text concludes with a comprehensive Capstone Integration Project that incorporates all the skills learned in the book.

Exploring Microsoft Office 2010, Volume 1 Robert T. Grauer, Mary Anne Poatsy, Michelle Hulett, Cynthia Krebs, Keith Mast, Keith Mulbery, Lynn Hogan, 2012-06-20. This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book. For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point-and-click helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime anywhere. Subscriptions to MyITLab are available to purchase online or packaged with your textbook. Unique ISBN. Contact your Pearson representative or visit www.myitlab.com for further information.

Microsoft Office 2010: Essentials: Textbook W/ Elab & Trial Software Alec Fehl, 2010-01-01. Microsoft Office 2010 Essentials is an excellent survey of Office 2010 for introductory level students. Though written for beginning computer users, this text provides an in-depth look at computer concepts and the Office 2010 applications. This full-color solution offers new exercises incorporating work readiness skills that reflect SCANS competencies. Online concept review quizzes offering immediate student feedback. Web simulations for Outlook and exercises that cannot always be done in the lab. Seamless integration of video tutorials for every topic in every lesson. Four new case studies feature progressive themes and focus on situations that learners are likely to encounter. You'll find the same relevant topics from previous editions along with plenty of features new to Office 2010. In the first lessons, students are introduced to basic computer concepts including components and computer types, hardware and software, and computer security. The Windows lesson includes Windows XP, Vista, and 7, so you don't have to worry if your lab or your student doesn't have a particular version. A new Online Collaboration lesson covers Web 2.0 cloud computing, social networking, and threaded discussions. The following lessons introduce the major Office 2010 applications: Word, Excel, PowerPoint, and Access. The text concludes with a comprehensive Capstone Integration Project that incorporates all the skills learned in the book.

Microsoft® Office Excel 2010: A Case Approach, Introductory Linda I. O'Leary, Timothy J. O'Leary, Professor, 2010-10-28. Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2010 A Case Approach offers a running case study.

throughout the text to help students understand the material in a consistent relevant environment Through this theme of Making Office Relevant this text helps students understand why they need this course and these skills Updated for Office 2010 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each Lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions Each Lab opens with a running case study that highlights real world applications of each software program and leads students from problem to solution Moreover 25 50% of all end of chapter exercises are completely new The O Leary Series helps students learn specific applications skills along with those that cross all Office applications which is especially important in mastering this version of Office The O Leary Series also correlates with SimNet Online our online training and assessment program for Office 2010 *Microsoft® Office 2010: A Case Approach, Introductory* Timothy J. O'Leary, Professor, Linda I. O'Leary, 2010-11-12 Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2010 A Case Approach offers running case study throughout the text to help students understand the material in a consistent relevant environment Through this theme of Making Office Relevant this text helps students understand why they need this course and these skills Updated for Office 2010 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each Lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions Each Lab opens with a running case study that highlights real world applications of each software program and leads students from problem to solution Moreover 25 50% of all end of chapter exercises are completely new The O Leary Series helps students learn specific applications skills along with those that cross all Office applications which is especially important in mastering this version of Office The O Leary Series also correlates with SimNet Online our online training and assessment program for Office 2010 Developed specifically for students at Indiana University this cost effective print on demand B W version accompanies the CourseLoad eText already available in OnCourse PLEASE NOTE All purchases are final and cannot be returned for a refund unless explicitly stated with the item in question If you have received a damaged or defective item we will replace your order Please contact us via phone 877 833 5524 or email pbgecommerce_custserv@mcgraw-hill.com to start the exchange process Microsoft Office PowerPoint 2010: A Case Approach, Introductory Linda O'Leary, 2010-10-28 Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2010 A Case Approach offers running case study throughout the text to help students understand the material in a consistent relevant environment Through this theme of Making Office Relevant this text helps students understand why they need this course and these skills Updated for Office 2010 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each Lab designed to be covered in 1

hour of class time combines conceptual coverage with detailed software specific instructions Each Lab opens with a running case study that highlights real world applications of each software program and leads students from problem to solution Moreover 25 50% of all end of chapter exercises are completely new The O Leary Series helps students learn specific applications skills along with those that cross all Office applications which is especially important in mastering this version of Office The O Leary Series also correlates with SimNet Online our online training and assessment program for Office 2010

Computer Lab Exercises Richard Carney,1993-01-01

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