

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.

Exercise 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

Ms Access Practice Exercises

Daniel F McAuley



Ms Access Practice Exercises:

Unveiling the Energy of Verbal Art: An Mental Sojourn through **Ms Access Practice Exercises**

In some sort of inundated with screens and the cacophony of fast communication, the profound energy and emotional resonance of verbal beauty often diminish in to obscurity, eclipsed by the constant onslaught of sound and distractions. Yet, situated within the musical pages of **Ms Access Practice Exercises**, a fascinating perform of fictional splendor that impulses with organic emotions, lies an unique trip waiting to be embarked upon. Published with a virtuoso wordsmith, that interesting opus courses viewers on a psychological odyssey, gently revealing the latent potential and profound impact embedded within the delicate web of language. Within the heart-wrenching expanse with this evocative analysis, we shall embark upon an introspective exploration of the book is key styles, dissect its interesting writing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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