

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

Microsoft Access Exercise Manual

TeachUcomp

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

Microsoft Access Exercise Manual:

Table of Contents (GPO Access Training Manual), GPO Access, Legislative Mandate, (Changes), August 2001 ,

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Microsoft Access Fundamentals Rudy LeCorps,2001 The material in this book covers everything needed to become proficient in Access In writing this guide we have been very careful to make this tutorial a generic one not based on any particular version of the application The information contained in this book covers the essence of Microsoft Access That is the topics taught are valid for all versions of the application We believe that it is in the interest of our readers to learn Access and the topics that make up the fundamentals of the application as a database software Version specific features can always be learnt while using that particular version of the application After reading this guide the reader can expect to become proficient in Access and to be in a position to create basic to advanced databases that can be used for all kinds of purposes from inventory management to sales tracking and employee productivity PH

Words Student's User Manual with Access Code Prentice Hall, Prentice-Hall Staff,-- Prentice Hall, Pearson Education Staff, Prentice Hall Prentice Hall, 2003-07 For any courses where writing skills are emphasized An Internet based practice and assessment program PH WORDS gives English instructors the ability to measure and track students mastery of all the elements of writing PH WORDS includes over 100 modules covering grammar paragraph and essay development and the writing process using a three level questioning strategy Recall Apply and Write This technology solution allows students to work on their areas of weakness freeing up class time for instructors to address students individual needs both in the classroom and one to one

Microsoft Access 7 for Windows 95 Gary B. Shelly, Thomas J. Cashman, Philip J. Pratt, 1996 An introduction to Microsoft Access for Windows 95 to be used either as a stand alone text or as a component of a course covering multiple application software packages Topics include creating a database querying a database and maintaining a database

Instructor's Manual with Test Item File Robert Grauer, 2001-09

Teach Yourself Access 2 in 14 Days Paul Cassel, 1994 A beginning tutorial that develops the novice user s abilities with a logical step by step approach 21 lessons 3 lessons per day Tasks are presented through step by step exercises that teach the reader the most important essentials of Access Workshop sections at the end of each chapter reinforce the information

Access 2000 Basics One Day Course DDC Publishing, DDC Publishing Staff, Publishing DDC Publishing, 1999-09

Mike Meyers' CompTIA A+ Guide to 802 Managing and Troubleshooting PCs Lab Manual, Fourth Edition (Exam 220-802) Mike Meyers, 2013-01-05 Bestselling CompTIA A author Mike Meyers provides hands on step by step labs updated for the 2012 release of Exam 220 802 so you can practice the IT skills essential for your success Mike Meyers CompTIA A Guide to Managing and Troubleshooting Operating Systems Lab Manual Fourth Edition contains more than 80 labs that challenge you to solve real world problems with key concepts Clear measurable lab objectives map to certification exam objectives ensuring direct correspondence to Mike Meyers CompTIA A Guide to Managing and Troubleshooting Operating Systems Fourth Edition Lab solutions are only available to instructors and are not printed inside the book The Lab Manual also includes materials lists and lab set up instructions Step by step not click by click lab scenarios require you to think critically and Hint and Warning icons guide you through potentially tricky situations Post lab observation questions measure your understanding of lab results and the key term quiz helps to build your vocabulary

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Exploring Microsoft Access 2000 Barber, Grauer, 1999-06 *Guide to U.S. Government Publications*, 2008-08 This comprehensive yet concise annual annotated reference source catalogs the important series periodicals and reference tools published by U S government agencies Over the years the index section of the Guide to U S Government Publications has expanded to more than 40 000 entries Agencies and titles are indexed followed by a keyword title index for quick and easy referencing No other single resource provides historical and current information on U S government publications in one place

Microsoft Access Exercise Manual: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have captivated audiences this year. Microsoft Access Exercise Manual : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft Access Exercise Manual : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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