

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 Practice Exercises

Joyce Cox, Joan Lambert



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Microsoft Office Access 2010 QuickSteps John Cronan, 2010-07-06 Step by Step Full Color Graphics Start using Access 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful database application Follow along and quickly learn how to build databases and tables enter and edit data retrieve information create forms generate reports secure your data extend databases to the Web and interact with Microsoft SQL Server Get up to speed on Access 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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professionals seeking to enhance their knowledge of Microsoft Office **Microsoft Access 2010** Lisa L. Friedrichsen,2011 Highlights the new features of Microsoft Access 2010 including the new Backstage view new database templates enhanced datasheet formatting tools and the enhanced interface features A new appendix covers cloud computing concepts and using Microsoft Office Web apps Content maps to SAM Skills Assessment Manager 2010 Wide variety of end of unit exercises and projects provide practice activities to reinforce skills Preface p x Microsoft Access 2010 Plain & Simple Curtis Frye,2010-06-15 Get the guide that makes learning Microsoft Access 2010 plain and simple This full color no nonsense book shows you the quickest ways to build a database and sort information using easy to follow steps and concise straightforward language You ll learn how out of the box templates and reusable components make Access 2010 a fast and simple database solution Here s WHAT you ll learn Design and build your own database quickly Use Access forms to collect information with ease Create and modify tables to organize your data Store files such as documents and images Exchange data with other databases and documents Bring your data alive with colorful reports Here s HOW you ll learn it Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away **Microsoft SharePoint 2010 Web Applications The Complete Reference** Charlie Holland,2010-09-22 Build Data Driven Web Applications with SharePoint 2010 Leverage the revolutionary development capabilities in SharePoint 2010 to build web based business applications Microsoft SharePoint 2010 Web Applications The Complete Reference gets you up and running on the platform and explains how to integrate application services such as content management business intelligence offline synchronization and workflow into your applications After reviewing the fundamentals of SharePoint 2010 this comprehensive resource covers the presentation application services and data access layers and discusses the key tools and techniques that are most appropriate for delivering functionality within each layer Packaging deployment and configuration are also covered in this hands on guide Real world examples illustrate specific features and the code samples contained throughout the book can be used in your own applications *Starting Out with Visual Basic 2010* Tony Gaddis,Kip R. Irvine,2010 For undergraduate students in business MIS CIS IT and other computing departments at 2 and 4 year schools learning Visual Basic for the first time In *Starting Out with Visual Basic 2010* Tony Gaddis and Kip Irvine take a step by step approach helping students understand the logic behind developing quality programs while introducing the Visual Basic 2010 language Fully updated throughout the 2010 edition also includes an extensive set of all new VideoNotes including walk throughs of many of the in chapter tutorials Complete Learning Disabilities Directory 2010 Laura Mars-Proietti,Richard Gottlieb,2009 This is the most comprehensive directory of Programs Services Curriculum Materials Professional Meetings Resources Camps Newsletters and Support Groups for teachers students and families concerned with learning disabilities This edition is distinguished by its recognition by the National Center for Learning Disabilities as well as a Glossary of Terms This information packed directory includes

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American Journal of Veterinary Research, 2012 Volumes for 1956 include selected papers from the proceedings of the American Veterinary Medical Association

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