

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
WJ	Wiley	http://www.wiley.com
EL	Elsevier	http://www.elsevierdirect.com
AW	Addison Wesley	http://www.aw.com
MP	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 Practice Exercises

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Microsoft Access Practice Exercises:

Exploring Microsoft Access for Windows 95, Version 7.0 Robert T. Grauer, Maryann M. Barber, 1996 The Exploring Windows 95 series has been updated to accommodate the Microsoft Windows 95 operating system Problem sets have been expanded to review and extend the information with four levels of end of chapter exercises This work explores Access 7 0

Exploring Microsoft Access 2000 Robert T. Grauer, Maryann M. Barber, 1999 For any course teaching application software using Microsoft Office 2000 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences All books in this series offer consistent presentation common design pedagogy and writing style Concepts as well as key strokes are stressed Hands on exercises in every lesson provide just the right amount of practice time This best selling author teams hands on approach and conceptual framework helps students master important concepts as well as the features of the powerful new Office 2000 applications MOUS Certification throughout the expert level for all individual applications and Office 2000 Provides the necessary training to pass the MOUS exam at the expert level preparing students to enter today's job market The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications Quality four color spiral bound Exploring Office 2000 series covers Word 2000 Access 2000 Excel 2000 and PowerPoint 2000 There are three combined texts in the series Exploring Microsoft Office 2000 Vol I and II and Brief Office Pro *Exploring Microsoft Access 2002 Comprehensive* Robert T. Grauer, Maryann

Barber, 2001-07 The most complete coverage of the Office XP curriculum available so you can go beyond the basics and get certified When learning how to use Office XP just isn't enough Exploring Office XP by Grauer and Barber teaches you when and why to perform tasks in XP Grauer and Barber's text is a superior Office XP reference tool for you to use in class on personal projects or on the job Hands on exercises in each chapter Step by step in chapter reviews of the topics covered New integrated exercises Practice using multiple applications together In text boxes Get tips on pitfalls and shortcuts to make using Office XP easier www.prenhall.com/grauer Your on line resource to Explore Microsoft R Office XP Use the interactive study guide Use the student data files Use the on line exercises *Microsoft Access 7.0* Timothy J. O'Leary, Linda I.

O'Leary, 1996 **Microsoft Access 2000 MOUS Cheat Sheet** Joseph W. Habraken, Doug Klippert, 2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available **Understanding and Using Microsoft Access 2.0** Bruce J. McLaren, 1995

Microsoft Access 2 for Windows Step by Step Catapult, Inc, 1994 The fastest way to learn Microsoft Access People new to databases and those switching from other programs will find this book a golden tool to learn the software fast With the tried and true format of combining self paced lessons with disk based practice files users will be amazed at how quickly they will be creating and using their own custom databases Database Management Microsoft Access 2000 Timothy J.

O'Leary,Linda I. O'Leary,2000 The O Leary Series is the true step by step way to develop computer application skills The new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

Microsoft Access Version 2002 Step by Step,2003 **MOS 2013 Study Guide for Microsoft Access** John

Pierce,2013-06-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files **Microsoft Access 97** Carita Virenus,1998 Understanding and Using Microsoft

Access for Windows 95 Bruce J. McLaren,Bruce J. MacLaren,1996 **Pass ECDL 4** P. M. Heathcote,Rosemary P.

Richards,2005-04-04 This textbook covers Module 5 Database for ECDL version 4 Written in a straightforward style this book will be a useful guide for students studying for the ECDL European Computer Driving Licence qualification *Sm Brief*

Microsoft Office 97 Prof I/M Karen K. Vignare,Robert T. Grauer,1997-11 Microsoft Access 2002 Gary B. Shelly,Thomas J.

Cashman,Phillip J. Pratt,2002 Part of the highly successful Shelly Cashman Series Microsoft Access 2002 Introductory Concepts and Techniques provides step by step instructions accompanied by full color screen shots helping students learn basic skills quickly and easily Microsoft Access Developer's Guide to SQL Server Mary Chipman,Andy Baron,2000 This

hands on guide provides much needed information and guidance for the Access power user or developer wanting to exploit the power of SQL Server It provides readers with the practical knowledge they need to harness the enterprise level power and scalability SQL Server offers while using the Access tools with which they are more familiar *Quick Course in*

Microsoft Access 2000 Joyce Cox,Nathan Dudley,Liz Aune,1999 The authors teach Access 2000 by showing how to build a relational database that can be adapted for many types of information Also included is information on tables and forms database design sophisticated queries and database maintenance and management MS Access 2002 Stephen Haag,James

T. Perry,Merrill Wells,2001-12 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING

APPLICATIONS **eBook: Database Systems Concepts 6e** SILBERSCHATZ,2010-06-16 eBook Database Systems

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