

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

Robert Grauer



Microsoft Access Exercise Manual:

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The book delves into Microsoft Access Exercise Manual. Microsoft Access Exercise Manual is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Access Exercise Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Access Exercise Manual
 - Chapter 2: Essential Elements of Microsoft Access Exercise Manual
 - Chapter 3: Microsoft Access Exercise Manual in Everyday Life
 - Chapter 4: Microsoft Access Exercise Manual in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Microsoft Access Exercise Manual. The first chapter will explore what Microsoft Access Exercise Manual is, why Microsoft Access Exercise Manual is vital, and how to effectively learn about Microsoft Access Exercise Manual.
3. In chapter 2, this book will delve into the foundational concepts of Microsoft Access Exercise Manual. This chapter will elucidate the essential principles that must be understood to grasp Microsoft Access Exercise Manual in its entirety.
4. In chapter 3, the author will examine the practical applications of Microsoft Access Exercise Manual in daily life. The third chapter will showcase real-world examples of how Microsoft Access Exercise Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Microsoft Access Exercise Manual in specific contexts. This chapter will explore how Microsoft Access Exercise Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Microsoft Access Exercise Manual. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Access Exercise Manual.

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Microsoft Access Exercise Manual Introduction

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