

## 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

**H. Albert Napier, Philip J. Judd**

## **Microsoft Access Exercise Manual:**

[Table of Contents \(GPO Access Training Manual\)](#), GPO Access, Legislative Mandate, (Changes), August 2001 ,    **Adobe**

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web the plant cell has a cell wall instead of a cell membrane the plant cell has chloroplasts while the animal cell does not the plant cell is rigid because of the cell wall 8 multiple choice which is the cell organelle is the storage center for food water and waste none out of them all 9 multiple choice

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web 4 transports materials within the cell vesicles 5 the region inside the cell except for the nucleus cytoplasm 6 organelle that manages or controls all the cell functions in a eukaryotic cell nucleus 7 contains chlorophyll a green pigment that traps energy from sunlight and gives plants their green color chloroplast 8 digests excess or

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