

## Microsoft Access Practical exercise

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### 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	<a href="http://www.mcgraw.com">http://www.mcgraw.com</a>
PH	Prentice Hall	<a href="http://www.prenhall.com">http://www.prenhall.com</a>
WI	Wiley	<a href="http://www.wiley.com">http://www.wiley.com</a>
EL	Elsevier	<a href="http://www.elsevierdirect.com">http://www.elsevierdirect.com</a>
AW	Addison Wesley	<a href="http://www.aw.com">http://www.aw.com</a>
MP	MIT Press	<a href="http://mitpress.mit.edu">http://mitpress.mit.edu</a>
CL	Cengage Learning	<a href="http://cengage.com">http://cengage.com</a>

#### 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

**Carita Virenius**

## **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](http://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 Concepts 6e **The Importance of Being Earnest** Beth R. Bernhardt,Leah H. Hinds,Katina P. Strauch,2015-10-15 Over one hundred presentations from the thirty fourth Charleston Library Conference held November 5 8 2014 are included in this annual proceedings volume Major themes of the meeting included patron driven acquisitions versus librarian driven acquisitions marketing library resources to faculty and students to increase use measuring and demonstrating the library s role and impact in the retention of students and faculty the desirability of textbook purchasing by the library changes in workflows necessitated by the move to virtual collections the importance of self publishing and open access publishing as a collection strategy the hybrid publisher and the hybrid author the library s role in the collection of data datasets and data curation and data driven decision making While the Charleston meeting remains a core one for acquisitions serials and

collection development librarians in dialog with publishers and vendors the breadth of coverage of this volume reflects the fact that the Charleston Conference is now one of the major venues for leaders in the information community to shape strategy and prepare for the future Over 1 600 delegates attended the 2014 meeting ranging from the staff of small public library systems to CEOs of major corporations This fully indexed copyedited volume provides a rich source for the latest evidence based research and lessons from practice in a range of information science fields The contributors are leaders in the library publishing and vendor communities

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