

## Microsoft Access Practice Exam 1

Instructions to download and unzip the file needed to perform this practice exam.

Go to the Practice Exam Files Download web page:

<http://ms012.mn.cc.cuny.edu/mncc012/>

on the CSCI 012 Lab Website to follow the instructions to obtain the practice exam files.

Open the file PracticeAccess1.

### 1. Create a Table:

A. Create a table called Employees having the following structure:

| Field Name             | Data Type  |
|------------------------|------------|
| Social Security Number | Short Text |
| Last Name              | Short Text |
| First Name             | Short Text |
| Date Hired             | Date/Time  |
| Salary                 | Currency   |

Set the field Social Security Number as the primary key.

Create the social security number input mask for the Social Security Number field.

Set the Required field property of the fields Social Security Number, Last Name and First Name to Yes.

Set the Field Size field property of the field Social Security Number to 11.

Set the Field Size field property of the field Last Name to 50.

Set the Field Size field property of the field First Name to 50.

B. Enter the following data for the Employees table:

| Social Security Number | Last Name        | First Name        | Date Hired | Salary   |
|------------------------|------------------|-------------------|------------|----------|
| 080-001-0000           | "Your Last Name" | "Your First Name" | 5/01/2000  | \$50,000 |
| 111-11-1111            | Adler            | Leo               | 6/15/1983  | \$65,000 |
| 222-22-2222            | Kramer           | Jessica           | 3/12/1984  | \$68,500 |
| 333-33-3333            | Patterson        | Tom               | 1/01/1985  | \$78,000 |

### 2. Create a Form:

Use the Form Wizard and choose the Products table to create a form having the following requirements:

- Select the ProductID, ProductName and UnitPrice fields.
- Choose the Columnar layout.
- Type Product List as the form's title.

# Microsoft Access Exam Questions

**Emmett Dulaney**



## Microsoft Access Exam Questions:

*MCITP Developer: Microsoft SQL Server 2005 Data Access Design and Optimization Study Guide* Marilyn Miller-White, Cristian Andrei Lefter, 2007-04-02 As your essential guide to Microsoft's new SQL Server 2005 certification exam 70 442 this book offers you practical and in depth coverage Full coverage of all exam objectives is presented in a systematic approach so you can be confident you're getting the instruction you need for the exam Plus practical hands on exercises reinforce critical skills and real world scenarios put what you've learned in the context of actual job roles Finally challenging review questions in each chapter prepare you for exam day **Microsoft Access Version 2002 Step by Step**, 2003 **Microsoft Access 2000** Nita Hewitt Rutkosky, 2000 *IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide* Ciprian Rusen, 2015-04-22 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence **Microsoft Access 2000 Step by Step Courseware Expert Skills Class Pack** Active Education (Firm), 2000 This STUDENT GUIDE is a key part of the Microsoft STEP BY STEP COURSEWARE series which provides everything you need to get up and running with Microsoft software products This guide will help you gain basic proficiency with Access 2000 Microsoft Access 97 Exam Guide Joseph W. Habraken, Joe Habraken, 1997-12-31 Exercises and review questions give readers step by step coverage of the topics included on the MOUS exams **Microsoft Access 2000** Pearson Custom Publishing, 2000 Microsoft Access 7 Gary B. Shelly, Thomas J. Cashman, Philip J. Pratt, 1996 Part of the highly successful Shelly Cashman Series this text offers a clear step by step screen by screen approach to learning Access 7 Readers learn how to create query and maintain a database as well as create reports enhance forms and create an application system **Microsoft Access 2003** Gary B. Shelly, Thomas J. Cashman, Philip Pratt, Mary Z. Last, 2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today New

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