

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

American Council on Education

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