Microsoft Access Practical exercise

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	http://www.mhhe.com
PH	Prentice Hall	http://www.prenhall.com
WI	Wiley	http://www.wiley.com
EL	Elsevier	http://www.elsevierdirect.com
AW	Addison Wesley	http://www.aw.com
MP	MIT Press	http://mitpress.mit.edu
CL	Cengage Learning	http://cengage.com

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

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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 todays 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 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.

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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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