

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

Ms Access Practice Exercises

Timothy J. O'Leary, Linda I. O'Leary

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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 2013 Step by Step* Joyce Cox,Joan Lambert,2013 Experience learning made easy and quickly teach yourself how to build your own database with Access 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Build a database from scratch or ready templates Create easy to use data entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents **Microsoft Access 2013 Step by Step** Joan Lambert,Joyce Cox,2013-02-15 Experience learning made easy and quickly teach yourself how to build your own database with Access 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Build a database from scratch or ready templates Create easy to use data entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents **Computer Applications in Mining : A Practical Guide to Programming, Simulation, and Design in Mining** Mehnaz Sheikh,Deepakkumar Rajendra Varma,Dr. Rajani D. Singh ,Shailendra Ganesh Bommanwar,Rajat Hemraj Malekar, This book explores how modern computer technologies are transforming the mining industry It covers essential applications such as data analysis mine planning simulation automation and decision support systems By blending theory with practical case studies it highlights how software tools improve efficiency safety and productivity in mining operations A valuable resource for students researchers and professionals in mining engineering **Access 2002 - Complete** Timothy J. O'Leary,Linda I. O'Leary,Kathryn M. Lee,2003-02 A guide to Access 2002 The text presents hands on instructions with full screen captures that illustrate the results of each step performed A running case is featured in each tutorial highlighting the real world applications of the software and leading students from problem to solution Access 2002 - Introductory Timothy J. O'Leary,Linda I. O'Leary,2001-12 SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept **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 *The O'Leary Series: Access 2002- Brief* Timothy O'Leary,Linda O'Leary,2001-08-22 SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept MS Access 2002 Stephen

Haag, James T. Perry, Merrill Wells, 2001-12 SERIES TAGLINE THE HOW and WHY PRACTICAL APPROACH TO LEARNING APPLICATIONS

On the Line Anshuman Khare, Deborah Hurst, 2017-09-13 This book presents different perspectives of online business education how it is designed delivered and how it supports advances in management disciplines The authors describe online platforms in their provision of timely excellent and relevant business education The book starts by examining the emergence of online business education It offers insights for use to business educators in design and implementation of online learning It presents and discusses technologies for class facilitation and collaboration including tools used to bring content and issues to life Disruptive approaches and new directions in online business education are examined The book is ideal for business educators administrators as well as business practitioners that have an interest in delivering high quality business education using online platforms and tools On the Line Business Education in the Digital Age is divided into three sections Section 1 presents papers on why business education is viable and sustainable in today s context Treating education as a service this section describes new techniques for creating a better online business education experience It also looks at the role advanced data analytics can play in enhancing the quality of online business education Section 2 delves into how online business education works It presents conceptual models for teaching in specific disciplines learning design that describes what business educators do and how programs work This section also addresses performance assessments and quality assurance measures that help to demonstrate the efficacy of online pedagogy Practical applied papers are used in this section to highlight the use of learning platforms tools and their application specific to businesses that build knowledge and skills and make students work ready Finally Section 3 of the book addresses the so what or the outcomes and impacts of online business education This section targets where business education needs to take learning next for example to support sustainable business ethical decision making and inclusive and collaborative leadership Chapters deal with topics such as how distributed online environments may work better to support knowledge and soft skill building directly relevant for organizations today Other learning outcomes showing the value of online business education are discussed Academics alumni and consultants from over fifteen institutions and organizations around the world contributed to this book *Sm Exploring Ms Office Prof 20* Grauer Barber Staff, 1999-07

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introductory courses covering Web page design using Microsoft FrontPage 2003 Master the How and Why of Computer Applications Students discover the how and why of performing tasks in Microsoft Frontpage and gain a greater understanding of how to use the computer applications to solve business problems *O'Leary Series: Microsoft Office Word 2003 Introductory* Timothy O'Leary,Linda O'Leary,2003-12-29 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution **MCSE TestPrep** Andrew Brice,David Panagrosso,1998 Learn insider tips and notes from a distinguished team of MCSEs and Microsoft Certified Trainers The book includes only the essential information needed to pass the Windows 95 exam 70 64 The core information is supplemented with hundreds of questions and exercises for readers to learn the information through practice and repetition *Microsoft Excel 2002* Timothy J. O'Leary,Linda I. O'Leary,2002 SERIES TAGLINE The O Leary Series is the true step by step way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept *O'Leary Series: Microsoft Office Excel 2003 Introductory* Timothy O'Leary,Linda O'Leary,2003-12-31 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution *Exploring Microsoft Office 2003 Enhanced Edition- Adhesive* Robert T. Grauer,Maryann Barber,2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *O'Leary Series: Microsoft Office Excel 2003 Brief* Timothy O'Leary,Linda O'Leary,2003-10-17 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes

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