

## Microsoft Access Practice Exam 1

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

Go to the Practice Exam Files Download web page:

<http://www2.ccsu.edu/~cscc/acc101/acc101.html>

on the CSCE 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" | 1/01/2000  | \$50,000 |
| 111-11-1111            | Miller           | Lee               | 6/23/1982  | \$65,000 |
| 222-22-2222            | Green            | Jessica           | 5/12/1984  | \$68,500 |
| 333-33-3333            | Patterson        | Tom               | 1/01/1985  | \$38,000 |

### 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 Columns layout.
- Type Product List as the form's title.

# Ms Access Test Questions

**BM King**



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