

Microsoft Access - Exercise

Follow the directions below to create an Address Database. Remember that there is usually more than one way to do something. If you think of a different way to do a task, try it! If it doesn't work, you can always use the Undo button. Please read through each direction before performing the action.

Starting Access

1. Launch the Access program by double clicking on the Access icon on the desktop. A Microsoft Access window will appear.
2. Click **"New"** on the file menu or click the new file icon on the toolbar.
3. In the pane on the right side, click **Blank database**.
4. The File New Database Window will appear.
5. Type the file name **Address Book**.
6. Click the little triangle to the right of the "Save in: text box".
7. Click **3 1/2 Floppy (A:)** on the drop-down menu (or **Desktop** if you do not have a floppy disk).
8. Click Create.

Creating a Table

1. Click the **Tables** tab in the database window.
2. Click **New**.
3. The New Table Wizard appears.
4. Select **Table Wizard** and click **OK**.
5. Select the Personal toggle located above the Sample Tables column. Select **Addresses** from the Sample Tables column (left click once to highlight.)
6. Select **FirstName** from the Sample Fields column (click once to highlight the selection.) Click the right pointing arrow button or double click the selection to add it to the Fields in My New Table column.
7. Repeat step #6 with **LastName**, **Address**, **City**, **State**, **Postal Code**, and **Home Phone Number** from the Sample Fields column.
8. Click **Next**.
9. The Table Wizard offers the name "Addresses" for your table; we'll keep that name. (On this same screen, there is a "YES" default for setting a Primary Key). Click **Next**.
10. Click **Finish** and view your new table.
11. Close the "Addresses" table (Click the X in the top right corner of the table window.)

Microsoft Access Exercise Manual

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'C' or a partial circle.

Microsoft Access Exercise Manual:

Microsoft Access 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7

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Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar *GPO Access Training Manual*, 2003 **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 **Table of Contents (GPO Access Training Manual), GPO Access, Legislative Mandate, (Changes), August 2001 , Outlook on the Web Training Manual Classroom in a Book** TeachUcomp , 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic

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 ,2019-10-27 Complete classroom training manual to learn Introductory SQL 84 pages and 43 individual topics Includes
 practice exercises and keyboard shortcuts The goal of this course to give the student the knowledge of which SQL statement

they will need to use to accomplish specific tasks within a database as well as provide links to database specific implementations of those core statements

Topics Covered

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A Step by Step Guide to Using Census 2000 Data Anthony E. Fairfax, 2004

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

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Australian National Bibliography: 1992 National Library of Australia, 1988

Forensic Anthropology Training Manual Karen Ramey Burns, 2015-09-07

Provides basic information on successfully collecting processing analyzing and describing skeletal human remains Forensic Anthropology Training Manual serves as a practical reference tool and a framework for training in forensic anthropology The first chapter informs judges attorneys law enforcement personnel and international workers of the information and services available from a professional forensic anthropologist The first section Chapters 2 11 is a training guide to assist in the study of human skeletal anatomy The second section Chapters 12 17 focuses

on the specific work of the forensic anthropologist beginning with an introduction to the forensic sciences Learning Goals Upon completing this book readers will be able to Have a strong foundation in human skeletal anatomy Explain how this knowledge contributes to the physical description and personal identification of human remains Understand the basics of excavating a grave preparing a forensic report and presenting expert witness testimony in a court of law Define forensic anthropology within the broader context of the forensic sciences Describe the work of today s forensic anthropologists

Microsoft Access 2013 Level 1 (English version) AMC College , This manual serves as an introductory lesson for user who are still new to database using MS Access Here user will be exposed to what it means by database tables form and queries

Microsoft Access 2007 Level 2 (English version) AMC College , This manual serves as an advance lesson for user who are already quiet familiar with database using MS Access Here user will be shown how to create relational database advance queries and how to create form from scratch *Microsoft Access 2013 Level 2 (English version)* AMC College , This manual serves as an advance lesson for user who are already quiet familiar with database using MS Access Here user will be shown how to create relational database advance queries and how to create form from scratch Access 2003 Personal Trainer CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace

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
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