

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.

***Exerci
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 Practical Exercises

Michael Brown



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Table of Contents Ms Access Practical Exercises

1. Understanding the eBook Ms Access Practical Exercises
 - The Rise of Digital Reading Ms Access Practical Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Access Practical Exercises
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Access Practical Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Access Practical Exercises
 - Personalized Recommendations
 - Ms Access Practical Exercises User Reviews and Ratings
 - Ms Access Practical Exercises and Bestseller Lists
5. Accessing Ms Access Practical Exercises Free and Paid eBooks
 - Ms Access Practical Exercises Public Domain eBooks
 - Ms Access Practical Exercises eBook Subscription Services
 - Ms Access Practical Exercises Budget-Friendly Options

6. Navigating Ms Access Practical Exercises eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Access Practical Exercises Compatibility with Devices
 - Ms Access Practical Exercises Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Access Practical Exercises
 - Highlighting and Note-Taking Ms Access Practical Exercises
 - Interactive Elements Ms Access Practical Exercises
8. Staying Engaged with Ms Access Practical Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Access Practical Exercises
9. Balancing eBooks and Physical Books Ms Access Practical Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Access Practical Exercises
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ms Access Practical Exercises
 - Setting Reading Goals Ms Access Practical Exercises
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Access Practical Exercises
 - Fact-Checking eBook Content of Ms Access Practical Exercises
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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