

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

Microsoft Access 20practice Exercises

Katrin Zwirglmaier



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Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Microsoft Access 20practice Exercises**

In a global inundated with monitors and the cacophony of instantaneous communication, the profound energy and emotional resonance of verbal beauty frequently fade in to obscurity, eclipsed by the continuous assault of noise and distractions. Yet, located within the lyrical pages of **Microsoft Access 20practice Exercises**, a captivating function of literary beauty that pulses with raw thoughts, lies an memorable journey waiting to be embarked upon. Composed by a virtuoso wordsmith, this mesmerizing opus courses visitors on a psychological odyssey, softly exposing the latent potential and profound impact stuck within the complex internet of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is central subjects, dissect its charming publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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