

**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 2010 Lab Exercises Answers

**EW Minium**



## **Microsoft Access 2010 Lab Exercises Answers:**

Exam 70-667 Microsoft Office SharePoint 2010 Configuration Lab Manual Microsoft Official Academic Course, 2012-04-03 This book is for students preparing to become certified for the 70 630 Microsoft Office SharePoint Server 2007 Configuration exam The Microsoft Official Academic Course MOAC lessons correlate and are mapped to the Microsoft Certified Technology Specialist MCTS 70 630 certification exam This text covers facilitating collaboration understanding content management features implementation of business processes and supplying access to information essential to organizational goals and processes Students master skills to utilize SharePoint sites that support specific content publishing content management records management and business intelligence needs The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students      **Foundation of Information Technology MS Office Class 10** Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD      **Configuring Microsoft SharePoint 2010** Dan Holme, Alistair Matthews, 2011 A preparation guide for the MCTS Microsoft Certified Technology Specialist certification for Microsoft SharePoint 2010      **The Blended Course Design Workbook** Kathryn E. Linder, Kevin Kelly, 2024-06-06 This user friendly workbook equips faculty and administrators with best practices activities tools templates and deadlines to guide them through the process of revising traditional location based courses into a blended format Providing a step by step course design system that emphasizes active learning and student engagement this book walks readers through the development of course goals and learning objectives assignments assessments and student support mechanisms with an eye toward technology integration New to this edition are the most up to date research on blended courses fresh templates tips on the latest pedagogical trends related to artificial intelligence and two additional chapters on facilitation strategies and group work and collaboration The authors engage in equity minded approaches to supporting student success throughout and address the needs of specific groups such as students with disabilities working students and students who are parents or caregivers Offering detailed instructions for each stage of course design this book is a must have for college instructors looking for a blended course design blueprint      *MCTS Self-Paced Training Kit (Exam 70-667)* Dan Holme, Dan Holme and Alistair Matthews, 2011      **Pro Project Management with SharePoint 2010** Mark Collins, Creative Enterprises, 2011-02-25 Many successful project managers are beginning to utilize Microsoft SharePoint to drive their projects and operational initiatives SharePoint Server provides teams with a centralized location for project information and facilitates collaboration between project team members The intention of this book is to provide a hands on case study that you can follow to create a complete project management information system PMIS using SharePoint Server 2010 Each chapter is focused on a typical project management activity and demonstrates techniques that can be used to facilitate that activity The book covers all project phases from managing requirements implementation testing and post production support

By the end of the book you ll have a toolbox full of solutions and plenty of working examples With these you ll be able to build your own PMIS uniquely suited to your organization

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*Choice* ,2009

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