#### Exercise 1

O TCTC

- 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

Practical Work.

Module 5

- Make the "ID Number" Field as the Primary Key.
- Save the table as "Student's Table"
- 5. Return to the main Access window.

# Exerci

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 Sumame 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**

Jianjun Gao

**Microsoft Access 2010 Lab Exercises Answers:** 

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