

Microsoft Access Practical exercise

EXERCISE ONE.

1. Create a Table:

- A. Create a table called **Publisher** having the following structure:

Field Name	Data Type
PubID	Short Text
PubName	Short Text
URL	Hyperlink

Set the field **PubID** as the primary key.

Set the Field Size field property of the field **PubID** to 5.

Set the Field Size field property of the field **PubName** to 50.

Set the caption property of the **PubID** field to **Publisher ID**.

Set the caption property of the **PubName** field to **Publisher's Name**.

- B. Enter the following data for the **Publisher** table:

PubID	PubName	URL
MH	McGraw-Hill	http://www.mhhe.com
PH	Prentice Hall	http://www.prehall.com
WI	Wiley	http://www.wiley.com
EL	Elsevier	http://www.elsevierdirect.com
AW	Addison Wesley	http://www.aw.com
MF	MIT Press	http://mitpress.mit.edu
CL	Cengage Learning	http://cengage.com

2. Relationships

- A. Create a relationship between the **AuthorID** field in the **Author** table and the **AuthorCode** field in the **Book** table. Put a checkmark in the box labeled **Enforce Referential Integrity**.
- B. Create a relationship between the **PubID** field in the **Publisher** table and the **PubID** field in the **Book** table. Put a checkmark in the box labeled **Enforce Referential Integrity**.

3. Create a Report:

Use the Report Wizard to create a report having the following requirements:

- Select the **LastName** field from the **Author** table.
- Select the **Title** and **Price** fields from the **Book** table.
- Select the **PubName** field from the **Publisher** table.
- View the data by **Publisher**.

Microsoft Access 2013 Practical Exercises

Daniel Nicholson



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Table of Contents Microsoft Access 2013 Practical Exercises

1. Understanding the eBook Microsoft Access 2013 Practical Exercises
 - The Rise of Digital Reading Microsoft Access 2013 Practical Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2013 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 Microsoft Access 2013 Practical Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2013 Practical Exercises
 - Personalized Recommendations

- Microsoft Access 2013 Practical Exercises User Reviews and Ratings
- Microsoft Access 2013 Practical Exercises and Bestseller Lists
- 5. Accessing Microsoft Access 2013 Practical Exercises Free and Paid eBooks
 - Microsoft Access 2013 Practical Exercises Public Domain eBooks
 - Microsoft Access 2013 Practical Exercises eBook Subscription Services
 - Microsoft Access 2013 Practical Exercises Budget-Friendly Options
- 6. Navigating Microsoft Access 2013 Practical Exercises eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access 2013 Practical Exercises Compatibility with Devices
 - Microsoft Access 2013 Practical Exercises Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 2013 Practical Exercises
 - Highlighting and Note-Taking Microsoft Access 2013 Practical Exercises
 - Interactive Elements Microsoft Access 2013 Practical Exercises
- 8. Staying Engaged with Microsoft Access 2013 Practical Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 2013 Practical Exercises
- 9. Balancing eBooks and Physical Books Microsoft Access 2013 Practical Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 2013 Practical Exercises
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access 2013 Practical Exercises
 - Setting Reading Goals Microsoft Access 2013 Practical Exercises
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access 2013 Practical Exercises
 - Fact-Checking eBook Content of Microsoft Access 2013 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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