

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**.

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