

Microsoft Access Practice Exam

Create a folder **Practice Access**.

Download from the course website the following 2 files: **bookstore.xlsx** and **PracticeAccess.accdb**

1. Create a table called **Publisher** having the following structure.

| Field Name | Data Type |
|------------|-----------|
| PubID | Text |
| PubName | Text |
| URL | Hyperlink |

- Set the field **PubID** as the primary key.
- Set the caption property of the **PubID** field to **Publisher ID**
- Set the caption property of the **PubName** field to **Publisher Name**
- Set the Required field property for **PubName** to **Yes**.

2. Enter the following data for the table as **Publisher**.

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

3. Import the external excel data from *bookstore.xlsx*. Select **Author** worksheet. Set the *Indexed* for **AuthorID** field to **Yes (No Duplicates)**. Choose **AuthorID** as primary key. Name the table as **Author**.
4. Establish a relationship between the **AuthorID** field in **Author** table and the **AuthorID** field in **Book** table. Enforce referential integrity.
5. Establish a relationship between the **PubID** field in **Publisher** table and the **PubID** in **Book** table. Enforce referential integrity.
6. Create a report using report wizard.
- Choose **Title**, **Price** from **Book** table, **LastName** from **Author** table, and **PubName** from **Publisher** table.
 - View the data by **Publisher**.
 - Add a grouping level using **LastName**
 - Sort the report by **Title**
 - Choose **Stepped** Layout
 - Type **Book List** as report title. Click Finish
 - Adjust the column width in Layout View.

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