Microsoft Access Practice Exam I

Instructions to download and unzip the file needed to perform this practice exam.

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Open the file **PracticeAccess1**.

1. Create a Table:

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

Field Name	Data Type
Social Security Number	Short Text
Last Name	Short Text
First Name	Short Text
Date Hired	Date/Time
Salary	Currency

   Set the field **Social Security Number** as the primary key.
   Create the social security number input mask for the **Social Security Number** field
   Set the **Required** field property of the fields **Social Security Number**, **Last Name** and **First Name** to **Yes**.
   Set the **Field Size** field property of the field **Social Security Number** to **11**.
   Set the **Field Size** field property of the field **Last Name** to **50**.
   Set the **Field Size** field property of the field **First Name** to **50**.

   B. **Enter** the following data for the **Employees** table.

Social Security Number	Last Name	First Name	Date Hired	Salary
080-08-8080	"Your Last Name"	"Your First Name"	7/24/1988	$87,000
111-11-1111	Adler	Lu	4/25/1982	$65,000
222-22-2222	Kinzer	Jessica	3/12/1984	$68,500
333-33-3333	Patience	Tom	7/8/1986	$58,000

2. Create a Form:

   Use the Form Wizard and choose the **Products** table to create a form having the following requirements:

   - Select the **ProductID**, **ProductName** and **UnitPrice** fields.
   - Choose the **Columnar** layout.
   - Type **Product List** as the form's title.

Sample Ms Access Exam Questions 2010

Gurpreet Bindra , Manjeet Jauhar

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