

Microsoft Access Practice Exam 1

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

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on the CSC1012 Lab Website to follow the instructions to obtain the practice exam files.

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
080401-0000	"Your Last Name"	"Your First Name"	5/23/2000	\$60,000
111-11-1111	Adler	Leo	6/23/1983	\$65,000
222-22-2222	Kramer	Jessica	3/12/1984	\$68,500
333-33-3333	Patterson	Tom	1/6/1985	\$78,000

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

Puja Mehta



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Table of Contents Sample Ms Access Exam Questions

1. Understanding the eBook Sample Ms Access Exam Questions
 - The Rise of Digital Reading Sample Ms Access Exam Questions
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Ms Access Exam Questions
 - 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 Sample Ms Access Exam Questions
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Ms Access Exam Questions
 - Personalized Recommendations
 - Sample Ms Access Exam Questions User Reviews and Ratings
 - Sample Ms Access Exam Questions and Bestseller Lists
5. Accessing Sample Ms Access Exam Questions Free and Paid eBooks
 - Sample Ms Access Exam Questions Public Domain eBooks
 - Sample Ms Access Exam Questions eBook Subscription Services
 - Sample Ms Access Exam Questions Budget-Friendly Options

6. Navigating Sample Ms Access Exam Questions eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Ms Access Exam Questions Compatibility with Devices
 - Sample Ms Access Exam Questions Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Ms Access Exam Questions
 - Highlighting and Note-Taking Sample Ms Access Exam Questions
 - Interactive Elements Sample Ms Access Exam Questions
8. Staying Engaged with Sample Ms Access Exam Questions
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Ms Access Exam Questions
9. Balancing eBooks and Physical Books Sample Ms Access Exam Questions
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Ms Access Exam Questions
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Ms Access Exam Questions
 - Setting Reading Goals Sample Ms Access Exam Questions
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Ms Access Exam Questions
 - Fact-Checking eBook Content of Sample Ms Access Exam Questions
 - 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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