

Microsoft Access Practice Exam 1

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

Go to the Practice Exam Files Download web page:

<http://ms012.mn.cc.cuny.edu/mncc012/>

on the CSCI 012 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
080-001-0000	"Your Last Name"	"Your First Name"	1/01/2000	\$50,000
111-11-1111	Adler	Leo	6/23/1983	\$65,000
222-22-2222	Kramer	Jessica	5/12/1984	\$68,500
333-33-3333	Patterson	Tom	1/01/1985	\$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.

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