# ICDL Access Exams

Microsoft Access	
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Microsoft Access	
Create a new database using	
C Blank Access database	
C Access database wizards, pages, and projects	
🕰 C Open an existing file	
More Files db1 C:\WINDOWS\Desktop\Car Hire C:\Clients\Client List C:\Addresses	
OK Cancel	
Ready	

Log on to the database named Car Hire with the username icoffey and password ken\*72

Select open an existing file  $\rightarrow$  select C:\windows\desktop\Car Hire  $\rightarrow$  ok  $\rightarrow$ Type icoffey in the name textbox  $\rightarrow$  ken\*72 in the password textbox.

March 2007

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Create a new blank database.

Click on the new tool from the database toolbar  $\rightarrow$  Select database  $\rightarrow$  ok

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	Customer ID	<b>Company Name</b>	Billing Address	Contact First Name	Co 🔺
	1	Brinks China	7 Earl St	Joan	Su
	2	Babel	10a North Wall	Thomas	Rei
	3	Amber Lighting	Gray Park	Joe	Kei
	4	Crinleys	28 Thomas St	Kumar	Gu
	5	Trident Pillows	Knowles Alley	Larry	Hin
	6	Sayalot	Chatam St	Omar	Sal
	7	SlumberWell	Meeting Sqr	Pierre	Vin
	8	Oyster Pond	47 Oriel Road	Anna Maria	Sin
	9	Giant Arm	31 White's Strand	Francesca	Chi
	10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
	11	Rest A While	Cookes Corner	James	Ry:
	12	Storeys Best	8b Sheffield Way	Joseph	Stc
	13	The Vineyard	11 The Retail Centre	John	Cui
	14	Petunia Florists	14 Blackthorn Park	Petunia	Cla
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Use Microsoft Access Help to find information about decimal numbers.

 $\text{Help} \rightarrow \text{Microsoft} \ \text{access} \ \text{help} \rightarrow \text{type} \ \text{decimal} \ \text{numbers} \rightarrow \text{search}$ 



Hide the Formatting (Form/Report) toolbar.

View  $\rightarrow$  toolbars  $\rightarrow$  select formatting (form/Report)

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1		Table1 : Table							
	Ē	Field Name	Data Type		[	Description			
	8	Company ID	AutoNumber						
	Ě	Company Name	Text						
		PO Box	Text						
		Postal Code	Text						
		Code	Text						
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			Field Prope	erties					
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-							A field nam can be up l 64 characte long, includi	ne to ers ing	
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Save the above table and give it the name Sales.

Click on the save tool from the table design toolbar  $\rightarrow$  Type Sales  $\rightarrow$  ok

Microsoft Access			
<u>File Edit View Insert Tools W</u>	indow <u>H</u> elp		
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III Ordere i Table			
= Bield Name	Data Type		
	AutoNumber	Description	
Company ib	Autonumber		
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Postal Code	Text		
Code	Text		
Quantity	Number		
Price	Currency	<b>•</b>	
	Field Prope	erties	
General Lookup		A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.	
Design View			

Enter the field name Contact Name into the empty row.

When you have finished, move the insertion point to the Data Type column.

Type Contact Name  $\rightarrow$  press Tab from the keyboard

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Dat	ashe	eet View				

Change the entry in the Surname field of this record to Dawson.

Move to the next field in this record when you have finished.

Use the back space from the keyboard to delete Lamont  $\rightarrow$  type Dawson  $\rightarrow$  press Tab from the keyboard



March 2007

Image: Customer s: Table          Customer ID       Company Name       Billing Address       Contact First Name       Coi         1       Brinks China       7 Earl St       Joan       Sur         2       Babel       10a North Wall       Thomas       Reii         3       Amber Lighting       Gray Park       Joe       Keil         4       Crinleys       28 Thomas St       Kumar       Gur         5       Trident Pillows       Knowles Alley       Larry       Him         6       Sayalot       Chatam St       Omar       Sat         7       SlumberWell       Meeting Sqr       Pierre       Vin         8       Oyster Pond       47 Oriel Road       Anna Maria       Sirr         9       Giant Arm       31 White's Strand       Francesca       Cha         10       Harry Sumara       31 Smiths Terrace       Lisa       Wa         11       Rest A While       Cookes Corner       James       Rys         12       Storeys Best       8b Sheffield Way       Joseph       Sto         13       The Vineyard       11 The Retail Centre       John       Cur	•	H	🖨 🛕 🖤	i 🗈 🛍 🚿   🗠	🤮   ੈ‡ I X↓   🍹 Y	5 ▽   ₩   ► • ×   6	🖻 🔚 🔹 😰
Q       Customer ID       Company Name       Billing Address       Contact First Name       Col▲         1       Brinks China       7 Earl St       Joan       Sur         2       Babel       10a North Wall       Thomas       Rei         3       Amber Lighting       Gray Park       Joe       Keil         4       Crinleys       28 Thomas St       Kumar       Gur         5       Trident Pillows       Knowles Alley       Larry       Him         6       Sayalot       Chatam St       Omar       Sat         7       SlumberWell       Meeting Sqr       Pierre       Vini         8       Oyster Pond       47 Oriel Road       Anna Maria       Sirr         9       Giant Arm       31 White's Strand       Francesca       Cha         10       Harry Sumara       31 Smiths Terrace       Lisa       Wa         11       Rest A While       Cookes Corner       James       Rys         12       Storeys Best       8b Sheffield Way       Joseph       Sto         13       The Vineyard       11 The Retail Centre       John       Cur	Ē	Ⅲ	Customers : Tal	ble			
1       Brinks China       7 Earl St       Joan       Sur         2       Babel       10a North Wall       Thomas       Reii         3       Amber Lighting       Gray Park       Joe       Keil         4       Crinleys       28 Thomas St       Kumar       Gur         5       Trident Pillows       Knowles Alley       Larry       Him         6       Sayalot       Chatam St       Omar       Sat         7       SlumberWell       Meeting Sqr       Pierre       Vin         8       Oyster Pond       47 Oriel Road       Anna Maria       Sirr         9       Giant Arm       31 White's Strand       Francesca       Cha         10       Harry Sumara       31 Smiths Terrace       Lisa       Wa         11       Rest A While       Cookes Corner       James       Rys         12       Storeys Best       8b Sheffield Way       Joseph       Sto         13       The Vineyard       11 The Retail Centre       John       Cur	9		Customer ID	<b>Company Name</b>	Billing Address	Contact First Name	Co
<ul> <li>2 Babel</li> <li>10a North Wall</li> <li>Thomas</li> <li>Rein</li> <li>3 Amber Lighting</li> <li>Gray Park</li> <li>Joe</li> <li>Keil</li> <li>4 Crinleys</li> <li>28 Thomas St</li> <li>Kumar</li> <li>Gup</li> <li>5 Trident Pillows</li> <li>Knowles Alley</li> <li>Larry</li> <li>Hinn</li> <li>6 Sayalot</li> <li>Chatam St</li> <li>Omar</li> <li>Sat</li> <li>7 SlumberWell</li> <li>Meeting Sqr</li> <li>Pierre</li> <li>Vini</li> <li>8 Oyster Pond</li> <li>47 Oriel Road</li> <li>Anna Maria</li> <li>Sirr</li> <li>9 Giant Arm</li> <li>31 White's Strand</li> <li>Francesca</li> <li>Chatam Wa</li> <li>11 Rest A While</li> <li>Cookes Corner</li> <li>James</li> <li>Rys</li> <li>Storeys Best</li> <li>8b Sheffield Way</li> <li>Joseph</li> <li>Sto</li> <li>The Vineyard</li> <li>The Retail Centre</li> <li>John</li> </ul>	Ы		1	Brinks China	7 Earl St	Joan	Sur
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8       Oyster Pond       47 Oriel Road       Anna Maria       Sim         9       Giant Arm       31 White's Strand       Francesca       Cha         10       Harry Sumara       31 Smiths Terrace       Lisa       Wa         11       Rest A While       Cookes Corner       James       Rya         12       Storeys Best       8b Sheffield Way       Joseph       Sto         13       The Vineyard       11 The Retail Centre       John       Cur	Ш		7	SlumberWell	Meeting Sqr	Pierre	Vine
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11       Rest A While       Cookes Corner       James       Rya         12       Storeys Best       8b Sheffield Way       Joseph       Sto         13       The Vineyard       11 The Retail Centre       John       Cur	Ш		10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
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Navigate quickly to the last record in this table.

Click on the button



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1	▦	Employee : Table						<u> </u>	
		Field Name	Data Type		[	Description		<b>▲</b>	
	8	Employee ID	AutoNumber						
		First Name	Text						
		Surname	Text						
	L	Date of Birth	Date/Time						
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Save and close this table.

Click on save tool from the table design toolbar  $\rightarrow$  close the table.

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E Patient : Table				
Field Name	Data Type	Description		
Patient ID	AutoNumber			
Surname	Text			
First name	Text			
Gender	Text			
Date of Birth	Date/Time			
Phone number	Text			
	Field Prope	rties		
General Lookup				
Field Size 2	0			
Format				
Input Mask			A field name	
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<ul> <li>Default Value</li> </ul>			64 characters	
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Allow Zero Length V	o ec			
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The Surname field will be used in a lot of searches, so we should index it.

Create a suitable index for this field.

In the indexed box  $\rightarrow$  choose yes (duplicates ok)

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Employee : Table			
Field Name	Data Type	Description	
Employee ID	AutoNumber		
First Name	Text		
Surname	Text		
Status	Text		
Gender	Text		
Iax number	Number		
J Date of birth	Date/Time		
	Field Prope	rties	
General Lookup			
Field Size	Long Integer		
Format			
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Validation Text		field names.	
Required	No		
Indexed	No		
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Design View			

Specify that dates of birth in this table display in the format 12 November 2000.

Put the insertion point in the Date of birth field > In the format box > select long date like 23 March 2007

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	I Payment : Table			
	Field Name	Data Type	Description	<b>▲</b>
	Payment ID	AutoNumber		
	Patient ID	Number		
	Amount paid	Currency		
		Field Prope	rties	
	General Lookup			
	Eormat	Currency		
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	Validation Text		field.	Press
	Required	No	F1 for	help on
	Indexed	No	daca	cypes.
Design	View			

Enter a validation rule to ensure that entries into this field must be numbers greater than 10.

Press Enter when you have finished.

In the validation Rule box type >10Press enter from the keyboard



Each author has written a number of books. Set up a one-to-many relationship between the Book and Author tables.

Click on the Relationships tool in the database toolbar >
 In Author table click on the Author ID >> drag and drop it to the Author ID In Book table



Book
Book ID
Title
ISBN
Author ID
Publisher
Year published



The **Payment** table contains billing details for each patient. Edit the relationship between the Payment and Patient tables to prevent a patient who has made a payment from being deleted.

Right click on the line between Patient table and Payment table  $\rightarrow$  select Edit Relationship .....  $\rightarrow$  check the Enforce Referential Integrity  $\rightarrow$  ok



Access the option that would enable you to create a new form without the help of a Wizard.

### Select forms from the objects pane $\rightarrow$ double click on the create form in Design view

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	Book		
A 19 19 19 19 19 19 19 19 19 19 19 19 19	Title	What Do Spiders Do After Dark?	
	Author	Katie	
	Publisher	Natural History Press	
	Year published	1939	
	IJDIN	1023-1433-0	
		5 b b b b 6 20	
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The book in record 5 is no longer available.

Delete this record from the database.

Click on the Delete Record tool from the form view toolbar
Massage appear (yes)

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Patient : Form			1	
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	Patient			
✓ Detail				
First name	First name			
Phone no	Phone no			
Date of birth	Date of birth			
- Gender	Gender			
Form Footer				 ▶
Design View				

Alter the header text to Patient details and press the Enter key when you have finished.

Click on the Patient box and type details  $\rightarrow$  press enter from the keyboard

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	1 1				
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	Book : Table				
	Book ID	Title	ISBN	Author ID 🔺	
	1	Quoting Shakespeare	7897-1234-5	11 Ar	
	2	The Cat with No Tail	7747-1111-5	29 Ze	
	3	Two Faced Joe	1234-9876-5	17 Gi	
	4	Black Coffee	4321-1698-0	16 Ca	
	5	The Trolls Revenge	7897-5478-3	6 B	
	6	Child Minding	6947-1739-2	10 Ar	
	7	Just Another Story	7896-1342-5	14 Ra	
	8	The Tale of the White Van	3758-9387-6	25 Ar	
	9	More Adventures of the White Van	2817-7984-2	25 Ar	
	10	The White Van goes into Orbit	8769-4837-7	25 Ar	
	11	Number 4 in the Trilogy of the White	3897-4876-8	25 At	
	12	What Do Spiders Do After Dark?	1829-7493-6	9 N 🔽	
Red	cord: 🚺 🔳	1 • • • • • • • • • • • • • • • • • • •	•		
asheet V	/iew				

Use the search tools provided by Access to find the book with the unique (ISBN) code 3546-1236-7.

 $\begin{array}{l} \mbox{Edit} \rightarrow \mbox{find} \rightarrow \mbox{type 3546-1236-7} \ \mbox{in the find what box} \rightarrow \mbox{click} \\ \mbox{find next button} \\ \hline \hline \mbox{Note:} \\ \hline \mbox{Ensure that in look in (ISBN)} \end{array}$ 

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III Employee : Table								
	First Name	Surname	Birth Date	Salary	Days Sick	Home Phone	e Address 🔺	
	Barbara	Norton	15-Jun-49	13,000	0	01-2830622		
	Saul	Khan	25-Jan-78	14,000	2	01-4733789		
	Anne	Mars	02-May-56	10,000	4	01-4546256		
	Michael	Sirius	14-Feb-63	25,000	0	01-8394692		
	Jim	Bradley	09-Oct-49	22,000	3	01-6741517		
	Robert	Fraser	06-Jan-82	10,500	6	01-8394725		
	Harry	Sumara	23-Sep-71	27,000	1	01-4733160		
	Margaret	Brady	13-Jul-81	10,800	0	01-6741323		
	Gwen	Mati	23-May-70	23,000	5	01-4546112		
	Robert	Wilson	06-Sep-49	17,000	2	01-6741892		
	Peter	Lamburn	20-Aug-43	15,000	1	01-2830564		
	Terry	McKenna	01-Apr-53	22,000	3	01-4793444		
	Paul	Auster	09-Jul-62	28,500	7	01-6741789		
	Vivienne	Green	18-Oct-54	25,000	0	01-6741663		
	Hermione	Granger	29-Mar-77	12,000	1	01-4546776		
	Don	Rexton	05-Dec-67	22,000	3	01-2830362		
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Use Filter By Selection to filter the records of all employees whose First Name begins with S.

In the first name field select the S letter from the word Saul or other word  $\rightarrow$  click on the filter by selection tool from the Table datasheet toolbar.

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	Query1 :	Select Qu	егу								_	
E	Emp * First Surr Sala	Name name ry										
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	Field: Table:	First Name Employee F	lecords	Surnan	ie ee Becor	de	Salary Employ	ee Reco	orde			-41
	Sort:	Ascending		Ascent	ling	40	Employ	0011000	5105			
	Show: Criteria:	<u></u>	-		✓			✓				_
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Design View												

Save the above query and give it the name Employee Salaries.

Click on save tool  $\rightarrow$  type the name Employee Salaries  $\rightarrow$  ok

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E Payme	nts : Select Query			I	
Pa First Ge Da	tient ID st name nder te of birth	Payment * Payment ID Patient ID Amount paid Payment date			
Field:	Surname	Amount paid	Payment date	Date of birth	
Table:	Patient	Payment	Payment	Patient	<b>-</b> _ <b>-</b> _ <b> </b>
Show: Criteria: or:					
	•				
Ready					

Find all payments made on or after 06/06/2002.

Press Enter when you are finished.

### In the payment date column $\rightarrow$ in the criteria box $\rightarrow$ type >= 06/06/2002 $\rightarrow press$ enter



We no longer need the query, Books by Americans.

Delete this query now.

Right click on the Books by Americans  $\rightarrow$  select Delete  $\rightarrow$  yes Or Select the query > select delete from database toolbar.

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	Query2 :	select Query			F	
	Field: Table: Sort: Show: Criteria: or:	First Name Employee	Surname Employee			
Ready						

Add the appropriate field from the **Employee** table to the **3rd column** of the grid so that this query will be able to sort employee records according to their age.

Drag & drop Birth Date in the 3<sup>rd</sup> column from Employee Table then sort ascending.

#### Or

In the third column > select Employee table > in the field box drop down list & select the Birth Date > sort ascending.

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đ		Books by Author	- Query			xI
[		First name	Surname	Nationality	Title	2
г	┢	Pablo	Ortega	Spanish	Sailing Rough Seas	-
	<u>⊢</u>	Pablo	Ortega	Spanish	Bella Donna	
		Nikolai	Barinov	Russian	Reading Tolstoy	
i i		Nikolai	Barinov	Russian	Quoting Shakespearean Sonnets	-
		Nikolai	Barinov	Russian	The Russians and Poetry	
		lago	Cabezon	Spanish	The White Horses of Seville	
		lago	Cabezon	Spanish	History of The Alhambra	
		Yolanda	Garcia	Spanish	Maracas and music	
		Anna	Krukovskaya	Russian	Stories from the Caspian Sea	
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Datashe	et V	/iew				

Change this query so that it will just find books by Spanish authors, and then run the query.

- Click on the view tool from the Query datasheet toolbar (design view)

- Use back space button from keyboard to delete the word Russian & Or
- Press the button Run from the query design toolbar

Na	tionality	
Au	thor	
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"Ru	issian" Or	"Spanish"
		•

Payments	s : Select Query			
First n	ame Surname	Amount paid	Payment date	Date of bi 🔺
Aaron	Gonzalez	45.00	01/14/2002	02/06/1
Cathryn	Miller	45.00	01/14/2002	02/01/1
Martin	Gorma	120.00	01/21/2002	04/03/1
Alain	Prouse	45.00	01/21/2002	01/23/1
Didier	Poirrot	10.00	01/22/2002	04/22/1
Klaus	Merton	75.00	05/31/2002	10/23/1
Caroline	Zeebacher	35.00	06/04/2002	05/14/1
Claudia	O'Neill	86.00	06/15/2002	01/13/1
Wolf	Chang	150.00	09/11/2002	06/13/1
Silva	Bandero	111.00	09/12/2002	01/01/1
▶ Michael	Seeland	45.00	12/20/2002	07/30/1
Michael	Seeland	45.00	01/02/2003	07/30/1 🚽
Record: 14		  ▶*  of 14	•	

Sort this query so that the most recent payments display at the top of the datasheet.

Put the insertion point in the Payment date field. Click on the sort descending tool from the Table datasheet toolbar

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Report Wizard	
Which fields do you want on your report? You can choose from more than one table or query.	
Tables/Queries	
Table: Author	
Author ID       First name       Surname       Nationality	
Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>	
Report Wizard	

A Wizard is being used to create a new report. Base this report on the Extract table, and add all the fields from the table to the report's design. Click the Next button to submit your answer.

Microsoft Access	
j <u>F</u> ile <u>E</u> dit <u>V</u> iew Insert <u>I</u> ools <u>W</u> indow <u>H</u> elp	
Report Wizard	
Do you want to add any grouping levels? First Name Surname Nationality Priority Priority	
Grouping Options Cancel < Back Next > Einish	
Report Wizard	<u>ار ا</u>

Group the books in this report by authors' surname with books' titles displayed in alphabetical order.

Click Finish when you have made the required changes.

#### Select Surname > > click next From the first drop down list Select Title > Finish

Microsoft Access	×
<u> </u>	
Report Wizard	
What sort order and summary information do you want for detail records?	
You can sort records by up to four fields, in either ascending or descending order.	
Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	
Ready	

We are compiling tourism statistics.

We need this report to sort results in month order and tell us the minimum number of bed nights sold.

Please carry out the necessary steps so that the report will produce these details.

Choose summary options From the first drop down list select month  $\rightarrow$  click on summary options... button  $\rightarrow$ check the check box in the min column and bed nights row  $\rightarrow$  ok Field

What summary values would you like calculated?								
Field	Sum	Avg	Min	Max				
Month								
Bed nights								

Microsoft Access - [Books by Author]			
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		_	
Nationality	First name	Surname	Title
American			
	Debbie	Silvermann	
			Child Minding
	Katie	Larsen	
			What Do Spiders Do After E
British			
	Annie	Hunbes	
	Annie	ridgites	More Adventures of the W/bi
			Number 4 in the Trilery of t
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			The Tale of the white Van
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	Joseph	Snyder	_
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Ready			

Change the orientation of the print output so that pages will be printed wider than they are tall.

### File $\rightarrow$ page setup $\rightarrow$ select the page tab $\rightarrow$ select the landscape

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8	Payment Received
	First name Aaron
	Surname Gonzalez
	Date of birth 2/06/1960
	Amount paid 45.00 Payment date 1/14/2002
Re	ecord: II - II - II - II - II

Print pages 4 to 6 in this form, using the current print settings.

Note: This is a simulation and the form will not really be printed.

File > print > select pages > type 4 in the first box > type 6 in the second box > ok

ICDL Access Exams (v4)								
Microsoft Access - [Books by Author]								
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				<b></b>				
	Books by Auth	or						
	Nationality	First name	Surname	Title				
	American							
		Debbie	Silvermann					
				Child Minding				
		Katie	Larsen	What Do Spiders Do After Dark?				
	British	Annie	Hughes					
				More Adventures of the White Van				
				Number 4 in the Trilogy of the White Var				
				The White Van goes into Orbit				
		Joseph	Snyder					
	Canadian			Two Faced Joe				
		Anaus	Mac Dougall					
Ready								

Modify the printer settings to print 2 copies of this report.

File  $\rightarrow$  print  $\rightarrow$  in number of copies use the arrows to select 2  $\rightarrow$  ok

### How many fields would be necessary to store this record and enable maximum flexibility for data retrieval?

Mr Alan Baker, 21 Liverpool Road, Manchester M54WT.

۶



## Which of these fields would be best suited to use as the Primary Key for this table?

▦	III Personnel : Table						
	Field Name	Data Type 🔺					
	Annual Review	Date/Time					
	Surname	Text					
	Pension Scheme	Yes/No					
	Employee ID	AutoNumber 🗾 💌					
_	Field Properties						
General Lookup							

Select the gray area before the employee ID



Create a database using the option that will enable you to build your database using pre-set options.

Select Access database wizards, pages, and projects  $\rightarrow$  ok

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				1 1					
- 6		Orders : Table							
		Company ID	Company Name	Post Office	Code	Location			
		3	Brinks China	Sth Earl St	13	23			
		6	Babel	North Wall	2	1			
		4	Amber Lighting	Gray Park	21	14			
		11	Crinleys	Thomas St	21	5			
		12	Trident Pillows	Gray Park	21	14			
		5	Sayalot	Chatam St	4	21			
		2	SlumberWell	Meeting Sqr	5	2			
		7	Oyster Pond	Meeting Sqr	5	2			
		8	Giant Arm	Meeting Sqr	5	2			
		9	Harry Sumara	Sth Earl St	9	23			
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Switch to Design view.

Click on view tool in the table datasheet toolbar
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Create a new table in Design view.

Double click on the create table in Design view

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-							
▦	Patie	ent : Table					
	F	Patient ID	First name	Surname	Gender	Date of birth 🔺	
	Ŧ	16	Frederico	Anania	Male	03/19/1964	
	+	17	Bruce	Potterton	Male	07/23/1965	
	+	18	Eugenie	Plunkett	Female	09/14/1966	
	+	19	Rachel	Dreschler	Female	04/07/1974	
	+	20	Juan	Eder	Male	11/02/1974	
	÷	21	Silva	Bandero	Male	01/01/1980	
	Ť	22	Romo	Haziz	Male	06/01/1981	
	+	23	Wolf	Chang	Male	06/13/1987	
	+	24	Enzo	Morricone	Male	09/06/1989	
►	+	25	Andrew	Bernstein	Male	06/03/1981	
	+	26	Roger	Zen	Male	11/13/1937	
	+	27	Daniele	Simpson	Female	08/30/1982	
	+	28	Lee Siew	Sim	Female	05/12/1968	
	+	29	Georgia	Langan	Female	01/10/1973 💌	
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Navigate directly to the first record in this table.

### Click on the button



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E	III Customer : Table	e			
Q	Customer ID	Company Name	Billing Address	Contact First Name	Contact Last
	3	Amher Lighting	Grav Park	Joe	Keilv
Ы	2	Babel	10a North Wall	Thomas	Reiner
ш		Brinks China	7 Earl St	Joan	Summers
	▶ 15	Coffee Galore	Camberwell Lane	Tom	Schofield
	4	Crinleys	28 Thomas St	Kumar	Gupta
	9	Giant Arm	31 White's Strand	Francesca	Chaney
ш	10	Harry Sumara	31 Smiths Terrace	Lisa	Walkins
	8	Oyster Pond	47 Oriel Road	Anna Maria	Simmons
ш	14	Petunia Florists	14 Blackthorn Park	Petunia	Clarke
ш	11	Rest A While	Cookes Corner	James	Ryan
ш	6	Sayalot	Chatam St	Omar	Sahif
ы	7	SlumberWell	Meeting Sqr	Pierre	Vincente
	12	Storeys Best	8b Sheffield Way	Joseph	Storey
	13	The Vineyard	11 The Retail Centre	John	Curry
	5	Trident Pillows	Knowles Alley	Larry	Hinckley 🗾
	Record: 🚺 🔳	4 🕨 🕨 🕨	of 15		<u> </u>
Data	asheet View				

A business, Coffee Galore, has moved premises.

Please delete the selected field value, Camberwell Lane, from its record.

### Press delete from the keyboard

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III Table1 : Table		
Field Name	Data Type	Description
Patient ID	AutoNumber	
Surname	Text	
First name	Text	
Gender	Text	
Date of Birth	Date/Time	
1 13		
	Field Propertie	es
General   Lookup		
		A Guldanara
		A rield name
		64 characters
		long, including
		spaces Dress
		F1 for help on
		F1 for help on field names.

Make the most appropriate field the primary key for this table.

Click on the gray area before the Patient ID  $\rightarrow$  click on the primary key in the table design toolbar

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F			י 🛍 🚿 📭 י		ÿ 🚡 🖓	M 🕨 🕅	🗎 🔚 🔹 📿 🗸
	latient · Tah	le					
	Patient ID	First name	Surname	Phone no	Gender	Date of birth	Doctor ID
	1	Alain	Prouse	853-4665	Male	01/23/1950	2
	2	Caroline	Zeebacher	876-3452	Female	05/14/1956	1
	3	Aaron	Gonzalez	386-4339	Male	02/06/1960	1
	4	Graham	Cutter	875-5246	Male	05/14/1960	3
	5	Pablo	Perrez	876-4263	Male	12/03/1970	2
	6	Martin	Gorma	269-5423	Male	04/03/1973	1
	7	Cathryn	Miller	765-5246	Female	02/01/1977	3
	8	Didier	Poirrot	876-4235	Male	04/22/1980	2
	9	Silva	Gomez	765-4325	Male	06/18/1980	3
	10	Stefano	Morton	878-5217	Male	03/14/1981	4
	11	Klaus	Merton	876-4253	Male	10/23/1983	4
	12	Elena	Andreas	987-5247	Female	04/03/1984	1
	13	Carlos	Edelbacher	542-7463	Male	07/26/1973	3
	14	Michael	Seeland	987-5118	Male	07/30/1981	1
	15	Claudia	O'Neill	876-6258	Female	01/13/1943	4
	16	Frederico	Anania		Male	03/19/1964	1 🖵
Rec	ord: 🚺 🔳	1	▶ <b>▶</b> ♦ ♦ ♦ ♦ ♦				
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Using click-and-drag, move the selected column to between the Date of birth and Doctor ID fields.

# Click on the header of the field and drag it to between the date of birth and doctor id



Delete the one-to-many relationship between the Patient and Payment tables.

### Right click on the line $\rightarrow$ select delete $\rightarrow$ yes



Delete the text box Class from this form.

Save the changes without closing the form.

# Select the gray box that has the word class $\to$ press delete from the keyboard $\to$ and then click save

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E Patient	
	Patient
First name Surname	Aaron Gonzalez
Phone no	386-4339
Date of Birth Gender	02/06/1960
Record: 14 4	3 ▶ ▶ ▶ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
Form View	

Navigate to the next record in this form.

Click on the button

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Make the Stock and Customer tables the record source for this Query. Close the Show Table dialog box to complete the exercise.

Click add  $\rightarrow$  select stock  $\rightarrow$  click add  $\rightarrow$  click close

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	Patients born be	Tore 1902 . Select Qu		De eter Correrer					
· · ·	First name	Patient.Surname	Date of birth	Doctor.Surname	비 취				
	Alain	Prouse	01/23/1950	McConnachie					
l i –	Caroline	Zeebacher	05/14/1956	Waldron					
	Aaron	Gonzalez	02/06/1960	Waldron					
	Graham	Cutter	05/14/1960	Schofield					
i i –	Claudia	O'Neill	01/13/1943	Singh					
	Roger	Zen	11/13/1937	Waldron					
	Naomi	Norris	09/17/1952	Singh					
	Kathy	Ripley	08/16/1960	McConnachie					
	Mikel	Abruzzi	01/23/1932	Waldron					
	Dominique	Kealy	07/29/1932	Singh					
	Pietro	Roberts	12/01/1948	McConnachie					
	Rodrigo	Orioli	02/07/1953	Singh					
	Scott	Siebs	05/09/1954	Schofield					
	Frances	Brady	11/03/1957	Waldron					
	Ann-Marie	Ricardo	07/31/1951	McConnachie	- -				
Re	ecord: 🚺 🔳	1 ▶ ▶ ▶ * α	of 16						
Datasheet \	/iew						//		

This query shows all patients born before 1962. Change it so that the date of birth will not be visible in the query results.

Click on the view tool  $\rightarrow$  uncheck the date of birth

<u>ICDL</u> Access Exams	<u>S (v4)</u>
<ul> <li>Which two of the following statements about the headers are true?</li> <li>To move a field and its heading, you just need to move the Page Header.</li> <li>You can change the layout of a report in Print Preview.</li> <li>You must use Design View to change the layout of a report.</li> <li>You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.</li> <li>The order in which you add field in the Wizard sets how they display in the report.</li> </ul>	the layout of data fields and  Patients born before 1962 :  Report Header  Patients born  Patients  Patient

You must use design view to change the layout of a report The order in which you add field in the wizard sets how they display in the report

<u>ICDL</u> Access Exams (v4)								
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				-				
Ē		Patient : Tah	le					
		Patient ID	First name	Surname	Gender	Date of birth	Phot	
		1	Alain	Prouse	Male	01/23/1950	853-4665	
		2	Caroline	Zeebacher	Female	05/14/1956	876-3452	
		3	Aaron	Gonzalez	Male	02/06/1960	386-4339	
		4	Graham	Cutter	Male	05/14/1960	875-5246	
		5	Pablo	Perrez	Male	12/03/1970	876-4263	
		6	Martin	Gorma	Male	04/03/1973	269-5423	
		7	Cathryn	Miller	Female	02/01/1977	765-5246	
		8	Didier	Poirrot	Male	04/22/1980	876-4235	
		9	Silva	Gomez	Male	06/18/1980	765-4325	
		10	Stefano	Morton	Male	03/14/1981	878-5217	
		11	Klaus	Merton	Male	10/23/1983	876-4253	
	Re	cord: 🚺 🔳	1	▶ <b>I </b> ▶ <b>*</b> of 60		•		
	*	] Favorites						
Datashe	et Vi	ew						

Print 1 copy of the first 5 records in this table using the default printer.

Note: This is a simulation and the datasheet will not really be printed.

 $\textbf{File} \rightarrow \textbf{print} \rightarrow \textbf{select selected records} \rightarrow \textbf{ok}$ 

Which data type is most appropriate for a postal code field such as M54WT?

0	Number
O O	Text
0	Date/Time
0	AutoNumber

### Text

Which two of the following statements about indexes are true?

O An index is used to list all the fields in a database.

O You can index any field no matter what its data type is.

O You should index a field that is frequently sorted.

O If an index is used it slows down database searches.

O Indexing is especially useful when working with large tables.

You can index any field no matter what its data type is Indexing is especially useful when working with large tables

Which two of these statements about relational databases are true?



- O A relational database is easier to maintain than a non-relational one.
- O In relational databases the need for data duplication is increased.
- O Smaller linked tables are harder to manage than one big one.
- O A relational database is one that contains linked tables.

## A relational database is easier to maintain than a non relational one

A relational database is Microsoft Access	one that contains linked tables
File       Edit       View       Insert       Query       Tools       Windo         Image: Constraint of the second	w Help Which one of these criteria will find employees born before 31/12/70? <31 Dec 1970 >= Dec 31 1970 <= Dec 31 1970 <= Dec 31 1970
Field: First Name Table: Employee Sort: Show: Criteria: or:	Surname Birth Date  Employee Employee

### <31 Dec 1970

	First Name	Surname	Birth Date	Salary	Days Sick	Home Phone	Address 1
▶	Harry	Sumara	23-Sep-71	27,000	1	01-4733160	
	Gwen	Mati	23-May-70	23,000	1	01-4546112	
	Robert	Wilson	06-Sep-49	17,000	1	01-6741892	
*				0	0		

A Filter by Selection has been applied to this table.

Remove the filter.

Click on the remove filter tool from the table datasheet toolbar



Save this database as Books into the My Documents folder.

Select My Documents  $\rightarrow$  type Books in the file name  $\rightarrow$  press create

### <u>ICDL</u> Access Exams (v4)

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Ubjects   Image: Tables   I	
Ready	

Close the Northwest Division database without closing Microsoft Access.

### $\textbf{File} \rightarrow \textbf{close}$

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	I Patient : Table			
	Field Name	Data Type	Description	
	Patient ID	AutoNumber		
	Surname	Text		
	First name	Text		
	Gender	Text		
	Phone number	Text		
		Field Prop	erties	
	General Lookup			
			A field name	
			can be up to	
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Add an empty field above the First name field in this table.

### Put the cursor in the first name field $\rightarrow$ Insert $\rightarrow$ rows

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Г	▶ ±	1 Alain	Prouse	Male	01/23/1950	
l k	+	2 Caroline	Zeebacher	Female	05/14/1956	
	+	3 Aaron	Gonzalez	Male	02/06/1960	
	+	4 Graham	Cutter	Male	05/14/1960	
	+	5 Pablo	Perrez	Male	12/03/1970	
	+	6 Martin	Gorma	Male	04/03/1973	
	+	7 Cathryn	Miller	Female	02/01/1977	
	+	8 Didier	Poirrot	Male	04/22/1980	
	+	9 Silva	Gomez	Male	06/18/1980	
	+	10 Stefano	Morton	Male	03/14/1981	
	+	11 Klaus	Merton	Male	10/23/1983	
	+	12 Elena	Andreas	Female	04/03/1984	
	+	13 Carlos	Edelbacher	Male	07/26/1973	
	+	14 Michael	Seeland	Male	07/30/1981 🗸	
	Record: I		▶ <b>▶</b> ♦ of 60			
Datashe	et View					

Navigate directly to record 25 in this table.

Put the cursor in this box<sup>1</sup>  $25 \rightarrow$  press enter from the keyboard

and delete 1 and type

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🖩 Book : Table				
Field Name	Data Type		Description	
Book ID	AutoNumber			
Title	Text			
ISBN	Text			
Author ID	Number			
Publisher	Number			
Category	Text			
	Field Pro	perties		
General Lookup				
Field Size	20			
Field Size	20		The data	type
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Enter a validation rule to ensure entries into this field must be either the words Full-time or Part-time.

Press Enter when you are finished.

### Put the cursor in the validation rule $\rightarrow$ type Full-time or Part-time $\rightarrow$ press enter from the keyboard



Delete both the label and text box Enrolment from this form.

Save the changes without closing the form.

### Select the gray box that contains the word $Enrolment \to press$ delete from the keyboard $\to$ click on the save button

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Payments since 1/1/2003 : Select Query
Patient Payment
First name
Surname Patient ID Geoder Amount naid
Date of birth I Payment date
Field: First name Surname Amount paid Payment date
Sort:
Show:  Criteria:
or:
Design View

This query has been designed to find all patients who have made payments since January 1, 2003.

Run this query now.

Click on this button

- Changing the field size property for the Surname field to 7 won't change the existing data.
- Data will be processed faster if you O increase the field size for the Surname field.
- You cannot change the Surname field Size because data has already been entered in the table.
- Changing the Surname field size property to 40 will not change existing data.

<b>Ⅲ Employee</b> : Table	
Field Name	Data Type 🛛 🔺
Surname	Text
Status	Text 🔟
Field Prope	erties
General Lookup	
Field Size	30 🔺
Format	
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2	▦	Employee : Tabl	e <u> </u>	×
		First name	Surname	
		Bruce	MacDonald	
		Eugenie	Plunkett	I
		Rachel	Dreschler	
	Re	cord: 🚺 🔳	1 ▶ ▶	▶4

### Changing the surname field size property to 40 will not change existing data



One extract from each book is stored in the Extract table.

Set up a one-to-one relationship between the Book and Extract tables.

# Click on the relationships tool $\rightarrow$ select the field Book ID from the Extract table and drag it to the field Book ID from the Book table

Books by Aut Aut First Surr Nati	y Author : Select Qu hor hor ID t name name ionality	Book			
Field:	First name	Surname	Nationality	Title	<u> </u>
Sort:	Author			BOOK	
– Criteria:				3	
or:					
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Design View					

Find books by all authors who are not Russian.

Press Enter when you are finished.

# In the Nationality column put the in the criteria box $\to$ type <> Russian $\to$ press enter from the keyboard

	First name	Surname	Nationality	Title 🔺
	Susan	Smith	Irish	Flowers For Fluffy
	Pablo	Ortega	Spanish	Sailing Rough Seas
	Pablo	Ortega	Spanish	Bella Donna
	Pierre	Fournier	Canadian 🗼	The Trolls Revenge
	Katie	Larsen	American	What Do Spiders Do After Dark? -
	Debbie	Silvermann	American	Child Minding
	Nikolai	Barinov	Russian	Reading Tolstoy
	Nikolai	Barinov	Russian	Quoting Shakespearean Sonnets
	Nikolai	Barinov	Russian	The Russians and Poetry
	lago	Cabezon	Spanish	The White Horses of Seville
	lago	Cabezon	Spanish	History of The Alhambra
	Angus	MacDougall	Canadian	Black Coffee
	Joseph	Snyder	British	Two Faced Joe 🚽
Re	cord: 🚺 🖣	13 🕨 🔰	▶ <b>*</b> of 20	

Sort these records so that authors with surnames beginning with A would display at the top of the datasheet.

### Click on the sort ascending tool

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Delete the control for the date from this report.

Select select from the keyboard



Open the Payments by Patient report in Print Preview.

Select the payments by patient  $\rightarrow$  click on preview

#### <u>ICDL</u> Access Exams (v4)

	Patient ID	First name	Surname	Gender	Date of birth	Phone 🔺
۲	1	Alain	Prouse	Male	01/23/1950	853-4665
	2	Caroline	Zeebacher	Female	05/14/1956	876-3452
	3	Aaron	Gonzalez	Male	02/06/1960	386-4339
	4	Graham	Cutter	Male	05/14/1960	875-5246
	5	Pablo	P(yez	Male	12/03/1970	876-4263
	6	Martin	Gorma	Male	04/03/1973	269-5423
	7	Cathryn	Miller	Female	02/01/1977	765-5246
	8	Didier	Poirrot	Male	04/22/1980	876-4235
	9	Silva	Gomez	Male	06/18/1980	765-4325
	10	Stefano	Morton	Male	03/14/1981	878-5217
	11	Klaus	Merton	Male	10/23/1983	876-4253 🖵
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	Favorites		<u></u>			

Print 1 copy of the first 5 records in this table using the default printer.

Note: This is a simulation and the datasheet will not really be printed.

Select the first five records  $\rightarrow$  file  $\rightarrow$  print  $\rightarrow$  select selected records  $\rightarrow$  ok

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í 🗉	Employee : Table						
	Field Name	Data Type	Description				
	Employee ID	AutoNumber					
	First Name	Text					
	Surname	Text					
	Status	Text					
	Gender	Text					
	Tax number	Number					
	Days Leave	Number					
	Field Properties						
	General Lookup						
	Field Size	Long Integer					
	Format			A Galdenne			
	Decimal Places	Auto		A rield name			
	Input Mask			64 characters			
HU.	Caption			long, including			
	Default Value	0		spaces. Press			
	Validation Rule			F1 for help on			
	Validation Text			field names.			
	Required	No					
	Indexed	No					

Carry out the necessary steps to ensure that you can enter half-days in the Days leave field.

In the field size box use the drop down list  $\rightarrow$  select single

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Access the option that would enable you to create a new query without the help of the Simple Query Wizard.

# Select Queries from the objects pane $\rightarrow$ double click on create query in design view



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Fiel	d Name	Data Type	Description	<u> </u>	
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General		noid riopoi			
	ikup	3	1		
				A field name	
				can be up to	
-				long, including	
				F1 for help on	
				Field names.	

Select the data type that will automatically assign a unique Customer ID number to each new customer.

Move to the next cell when you have finished.

# In the data type column $\rightarrow$ use the drop down list and select Auto number $\rightarrow$ press tab from the keyboard

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	II Table1 : Table							
	Field Name	Data Type	Description					
	Product code	Text						
	Price	Currency						
	Colour	Text						
	Supplier D	Number						
	Field Properties							
	General Lookup							
	Field Size 20	L _	<b>▲</b>					
	Format	15						
	Input Mask			A rield name				
	Caption			64 characters				
	Validation Dula			long, including				
	Validation Text			spaces. Press				
	Required No	field names.						
	Allow Zero Length Ye	s						
	Indexed No	)	<b>_</b>					
Design	View							

The **Product code** field contains a unique reference for each product. This field will be used in a lot of searches, so we should index it. Create a suitable index for this field.

Put the cursor in the indexed box  $\rightarrow$  from the drop down list select yes (No Duplicates)

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Create a new query using the Simple Query Wizard.

# Select Queries from the object pane $\rightarrow$ double click on create query by using wizard

Which one of the following is not a database?



### A newsletter

Which two of the following statements about the layout of data fields and headers are true:



### You can change the layout of a report in design view The order in which you add fields in the wizard sets how they display in the report
Which two of these statements about referential integrity are true?

O If a record in a parent table has a related child record, referential integrity prevents you from deleting the parent record.

- O In Access, referential integrity is enforced by typing in a rule.
- O You can set rules about referential integrity in a one table database.
- C Referential integrity ensures that records in linked tables are automatically updated when changes are made.
- O A child record cannot be entered unless it has a parent in the database if referential integrity is used.

- If a record in a parent table has a related child record referential integrity prevents you from deleting the parent record
- A child record cannot be entered unless it has a parent in the database if referential integrity is used



 If you change the stock Ref field size property to 15 existing data will not change

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#### Note: How to unhide columns?

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Field: Table: Sort: Show: Criteria: or:	Customer Code Stock List I	Product Code Stock List	Units Shipped Stock List		

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Field Name Cost per unit	Data Type	Description		
	Field Proper	ties		
			A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.	
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elect the data type that you	think is most app	ropriate for the Cost	per unit field in the	

rosoft Access			
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Cost per unit	Currency		
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Choose the option that provides you with a range of preset templates for creating a new database.	

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	_
Make the Stock table the sole basis for this Query.	
Close the Show Table dialog box to complete the exercise.	

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# Click on stock > Add > Close