

1. Create a new Access database based on the blank database template. Save the database to a location of your choice and name it MyFirstDB¹
2. Import the Excel file named Projects.xlsx into the MyFirstDB database and create a new table. Allow Access to define the Primary Key. Name the table Projects. Close the database.
3. Import the csv file named Customers into the MyFirst DB database and create a new table named Customers. The first row of this file has headers. Let Access define the Primary Key.
4. Create a new Access desktop database based on the Time and Billing template. Save the file to a location of your choice and name it TandB. ²
5. Delete the 'Total Expenses by Project' query from the TandB database.

The following exercises all relate to the Objective Domain 1 database.

6. Create a one to many relationship between the **Cars** and **Car Orders** table. Enforce referential integrity between the CarID field in the Cars table, and the CarID field in the Car Orders table. The relationship should be one **Car** to many **Car Orders**.
7. Add a relationship between the **Pieces** table and the **Piece Orders** table. The relationship should be between the PieceID field in the **Pieces** table, and the **PieceID** field in the **Piece Orders** table. Create the relationship, but do not enforce referential integrity. Save the new relationship and leave the relationship view open.
8. Delete the **Piece Report** report from the database.
9. Delete the **New Users** table from the database.
10. Create a Navigation form using Vertical Tabs Left. Add the **Cars** and **Car Orders** forms, together with the **Car Reps** report. **Save** the Navigation Form with the name **Car Navigation**.

¹ Associate Level

² Associate Level

11. Create a one to many relationship between the **Car Reps** table and the **SCM** table so that the relationship is on the **SCMID** field in both tables. Enforce referential integrity. Include all records from the **SCM** table and only those records from the **Car Reps** table where the joined fields are equal. Save the changes.
12. Configure the database so that it will be automatically compacted when closed.³
13. Encrypt the database with the password 'safe'.⁴
14. Back up the database to a location of your choice. Name the backup **OB1Backup**. Accept all other default settings.⁵
15. Save the database as a template with the name 'Cars'. Leave all other options with their default.
16. Export the Car Orders table as an Excel Spreadsheet to a location of your choice. The file format should be .xlsx. Export the data with formatting and layout.
17. Make the **Car Navigation** form the start-up form for the database. Make sure that this works correctly.
18. Make a copy of the Objective Domain 1 database. Split the database using the default names provided by Access as defaults.
19. Open the Objective Domain 1 database once again. Change the view of the objects in the Navigation Pane to Details View.
20. Filter the objects in the Navigation Pane by Reports.
21. Print the Car Reps report in Landscape mode to a file named Car Representatives and to a location of your choice.

³ Associate Level

⁴ Associate Level

⁵ Associate Level

22. Print records 1 and 2 from the Car Reps table to a file named Car Reps Selection to a location of your choice.