

Microsoft Access Practice Exam 2

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

Go to the **Practice Exam Files Download** web page:

<http://cs12.cs.gc.cuny.edu/practice.html>

on the **CSCI 012 Lab Website** to follow the instructions to obtain the practice exam files.

Open the file **PracticeAccess2**.

1. Create a Table:

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

Field Name	Data Type
PubID	Short Text
PubName	Short Text
URL	Hyperlink

Set the field **PubID** as the primary key.

Set the **Field Size** field property of the field **PubID** to **5**.

Set the **Field Size** field property of the field **PubName** to **50**.

Set the caption property of the **PubID** field to **Publisher ID**.

Set the caption property of the **PubName** field to **Publisher's Name**.

B. **Enter** the following data for the **Publisher** table:

PubID	PubName	URL
MH	McGraw-Hill	http://www.mhhe.com
PH	Prentice Hall	http://www.prenhall.com
WI	Wiley	http://www.wiley.com
EL	Elsevier	http://www.elsevierdirect.com
AW	Addison Wesley	http://www.aw.com
MP	MIT Press	http://mitpress.mit.edu
CL	Cengage Learning	http://cengage.com

2. Import external data from the Excel spreadsheet file **Bookstore**.

- Make sure **Import the source data into a new table in the current database** is selected.
- Select the **Author** worksheet.
- Make sure that **First Row Contains Column Headings** is selected.
- For the **AuthorID** field, set the **Data Type** option to **Long Integer** and set the **Indexed** option to **Yes (No Duplicates)**.
- Select **Choose my own primary key** and make sure the **AuthorID** field is selected.
- Save the table with the name **Author**.

3. Relationships

- A. Create a relationship between the **AuthorID** field in the **Author** table and the **AuthorCode** field in the **Book** table. Put a checkmark in the box labeled **Enforce Referential Integrity**.
- B. Create a relationship between the **PubID** field in the **Publisher** table and the **PubID** field in the **Book** table. Put a checkmark in the box labeled **Enforce Referential Integrity**.

4. Create a Report:

Use the Report Wizard to **create** a report having the following requirements:

- Select the **LastName** field from the **Author** table.
- Select the **Title** and **Price** fields from the **Book** table.
- Select the **PubName** field from the **Publisher** table.
- View the data by **Publisher**.
- Add a grouping level using **LastName**.
- Sort the report by the **Title** field in **ascending** order.
- Choose **Stepped** layout and **Portrait** orientation.
- Type **Book List** as the report's title.

Switch to Layout view and adjust each column's width as necessary.

5. Create Queries:

Query 1: List all of the books that are published by **Prentice Hall** using the **LastName** field of the **Author** table, the **Title** field of the **Book** table, and the **PubName** field of the **Publisher** table. Sort the query in **ascending** order according to the **Title** field. Save this query as **Prentice Hall Books**.

Query 2: List all of the books where the publish date is greater than today's date using the **LastName** field of the **Author** table, the **Title** and **PubDate** fields of the **Book** table, and the **PubName** field of the **Publisher** table. Sort the query in **descending** order according to the **PubDate** field. Save this query as **Books not yet published**.

Query 3: List all of the books where the copyright year is 2010 or the publish date is less than 60 days old using the **LastName** field of the **Author** table, the **Title**, **PubDate** and **Copyright** fields of the **Book** table, and the **PubName** field of the **Publisher** table. Sort the query in **descending** order according to the **PubDate** field. Save this query as **New Books**.

Query 4: List all of the books whose title contains **Excel 2007** and that are published by **Wiley** using the **LastName** field of the **Author** table, the **Title** field of the **Book** table, and the **PubName** field of the **Publisher** table. Sort the query in **ascending** order according to the **Title** field. Save this query as **Wiley Excel 2007 Books**.

Query 5: List all of the books whose **Edition** field is empty using the **LastName** field of the **Author** table, the **Title** and **Edition** fields of the **Book** table, and the **PubName** field of the **Publisher** table. Sort the query in **ascending** order according to the **PubName** field. Save this query as **First Edition Books**.

Query 6: List all of the books whose **Edition** field is not empty using the **LastName** field of the **Author** table, the **Title** and **Edition** fields of the **Book** table, and the **PubName** field of the **Publisher** table. Sort the query in **ascending** order according to the **PubName** field. Save this query as **Revised Books**.