

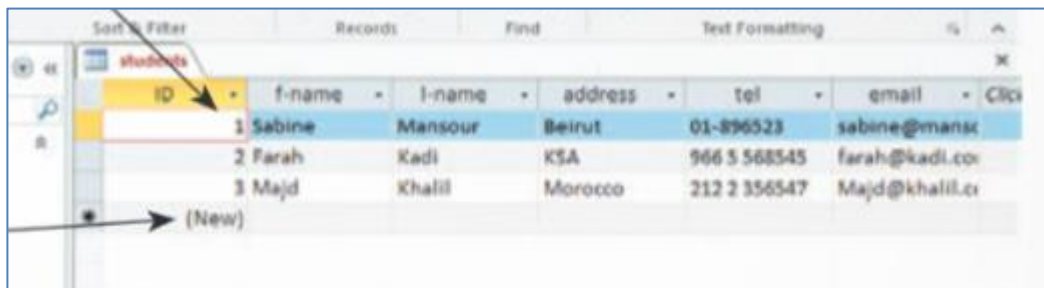
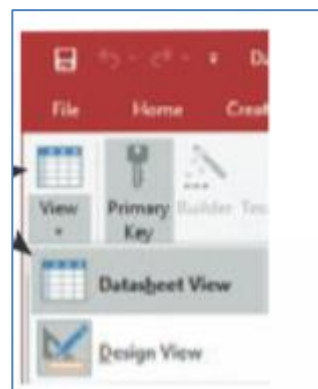
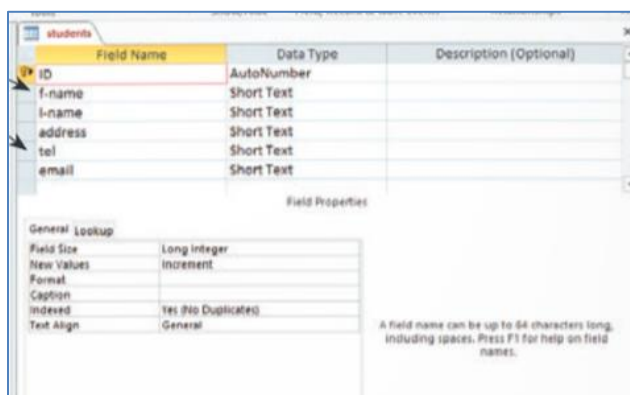
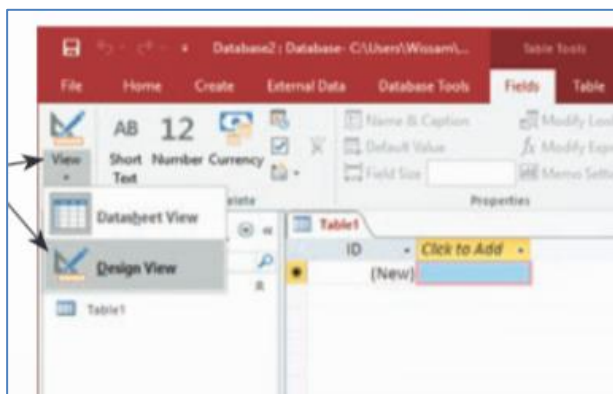
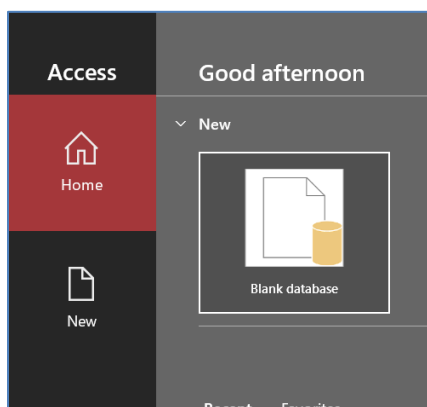


Stage	Subject	Week	Practical Quiz Worksheet	Date
G 11	Ms.Access	2	2 <sup>nd</sup> semester	25/1/2026

Student name\----- class\-----

### Using Ms. Access apply the following:-

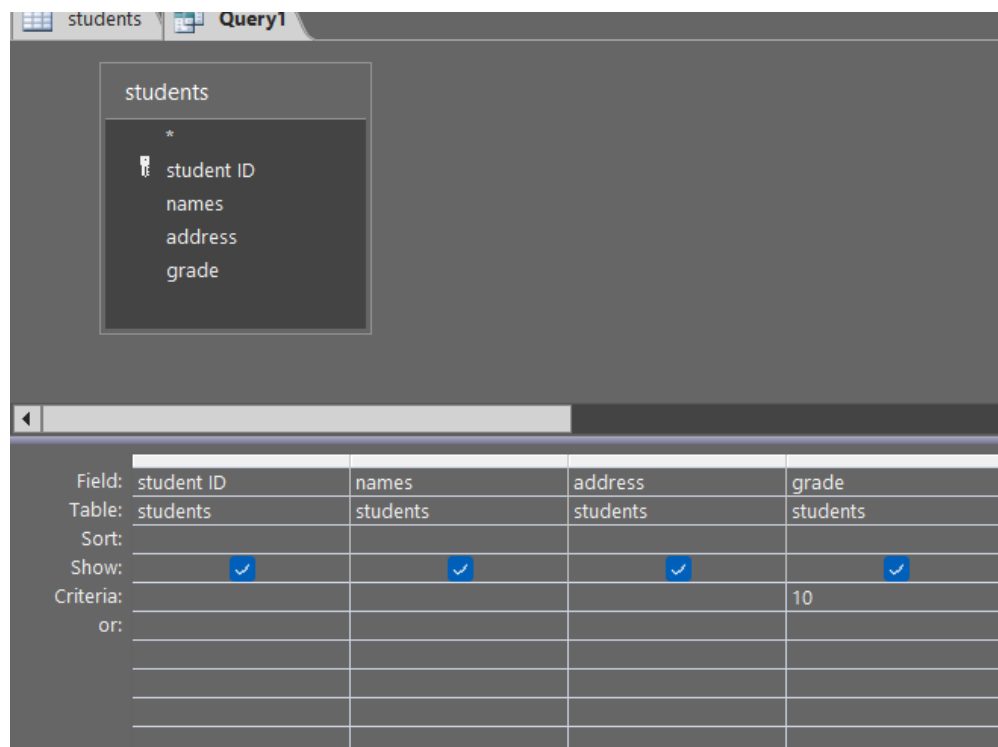
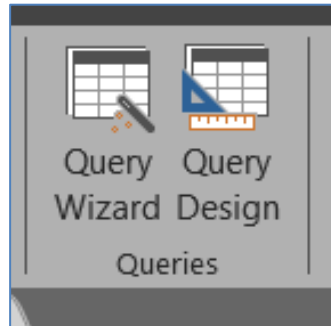
**Task 1:** Create a database with name "my school" then , create a table with name " students " contains 3 fields (Id , Name , Grade) with specifying the data type for each field , and input 5 records



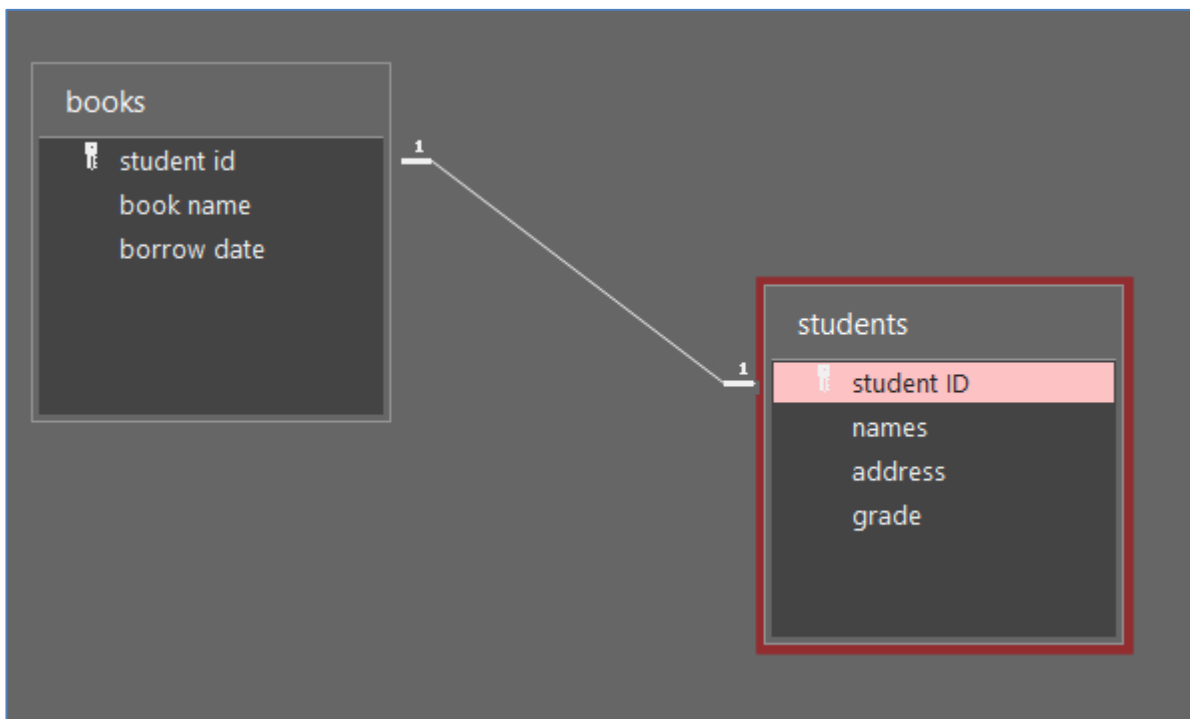
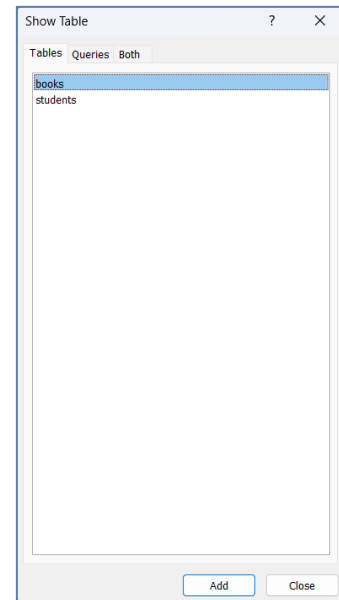
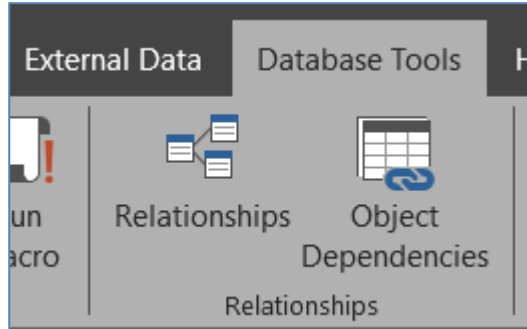
Teacher  
Mr.Ayman Ashour

Computer Supervisor  
Mr.Hesham Yassin

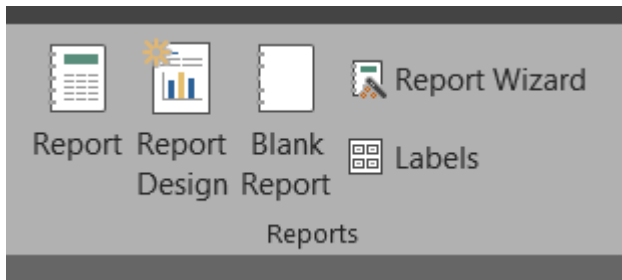
**Task 2:** Create a Query for the previous created table and set a criteria where to get the records for the students in Grade 10, save the Query with name (Grade 10)



**Task 3:** Create a table with name "books" contains 3 fields (Stu\_id , book\_name , publish\_date) , then make a relationship between table student and books



## Task 4: Create a report for the table "student" and name it "Report1" with sorting the table in descending order by field "Name"



Report Wizard

Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Table: students

Available Fields:

Selected Fields:  
student ID  
names  
address  
grade

Cancel < Back Next > Finish

Report Wizard

What sort order do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1 names Descending  
2 Ascending  
3 Ascending  
4 Ascending

Cancel < Back Next > Finish

Report Wizard

What title do you want for your report?  
Report1

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

☒ Preview the report.  
☐ Modify the report's design.

Cancel < Back Next > Finish