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

Student name\--- class\--------------------------
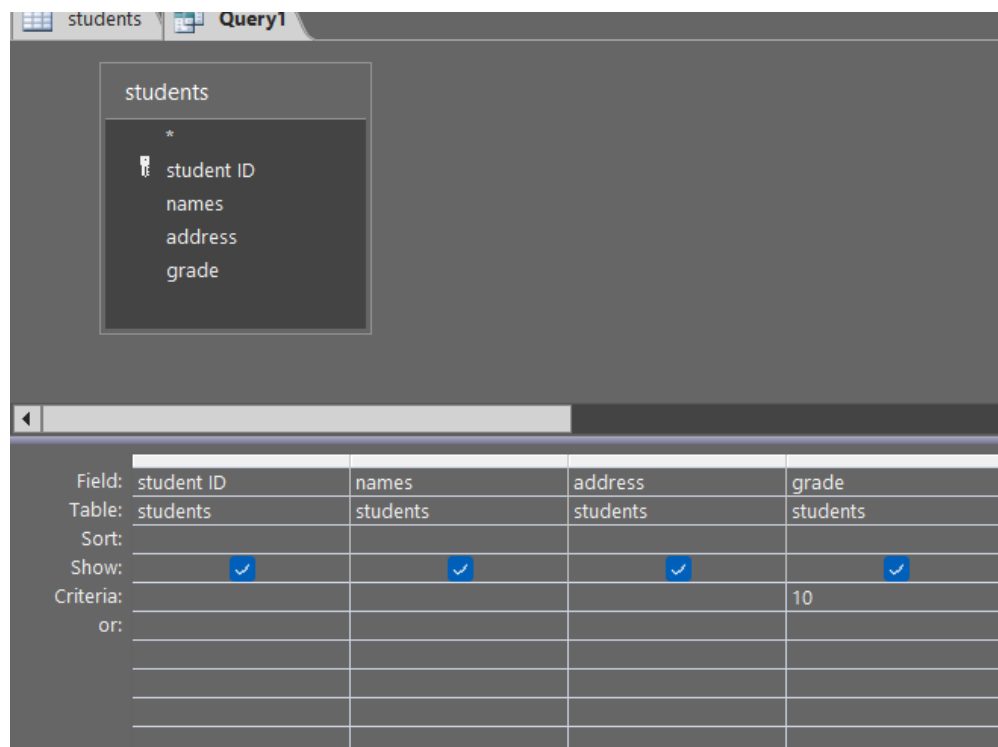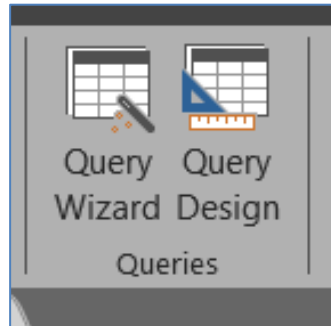
Using Ms. Access apply the following:-

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

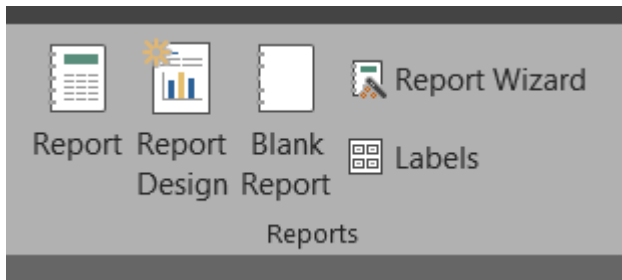**Computer Supervisor**
Mr.Hesham Yassin

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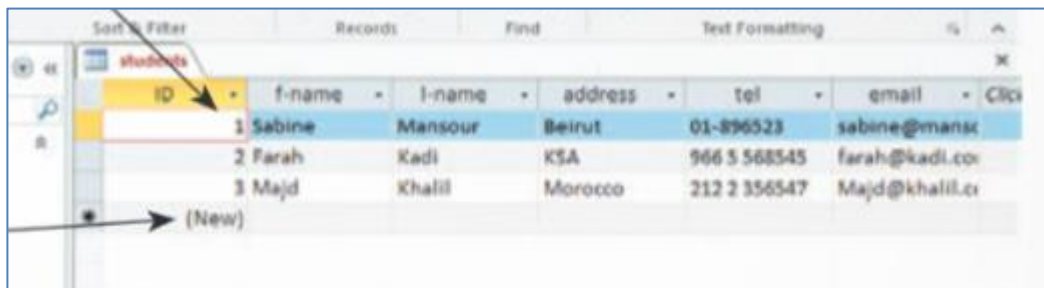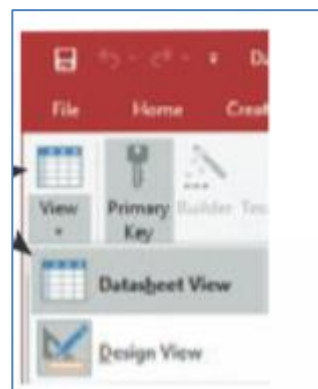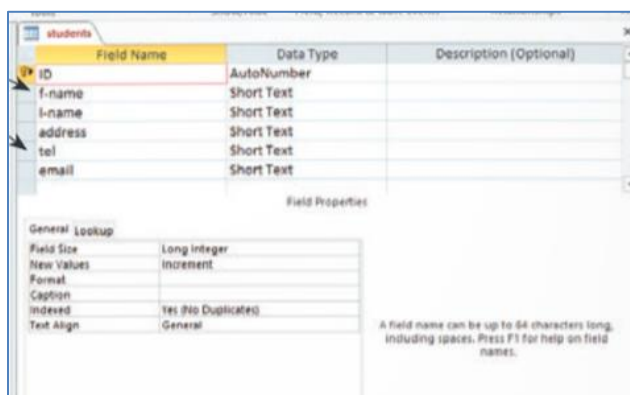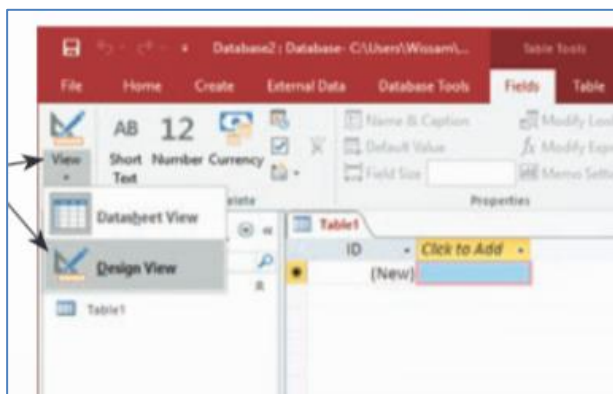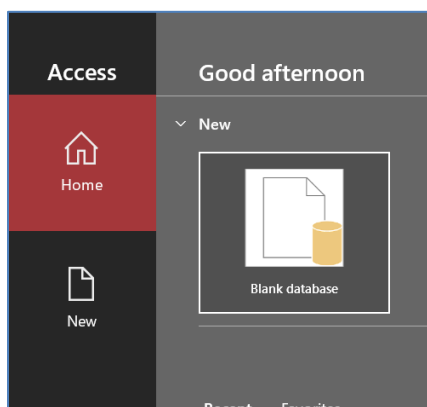
Task 2: Create a Query for the previous created table and set a criteria where to get the records for the students in Grade 10, save the Query with name (Grade 10)

Show Table | ? | ×

Tables | Queries | Both

books
students

Add | Close

students | Query1

students

*
student ID
names
address
grade

Field:	student ID	names	address	grade
Table:	students	students	students	students
Sort:				
Show:	✓	✓	✓	✓
Criteria:				10
or:				

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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

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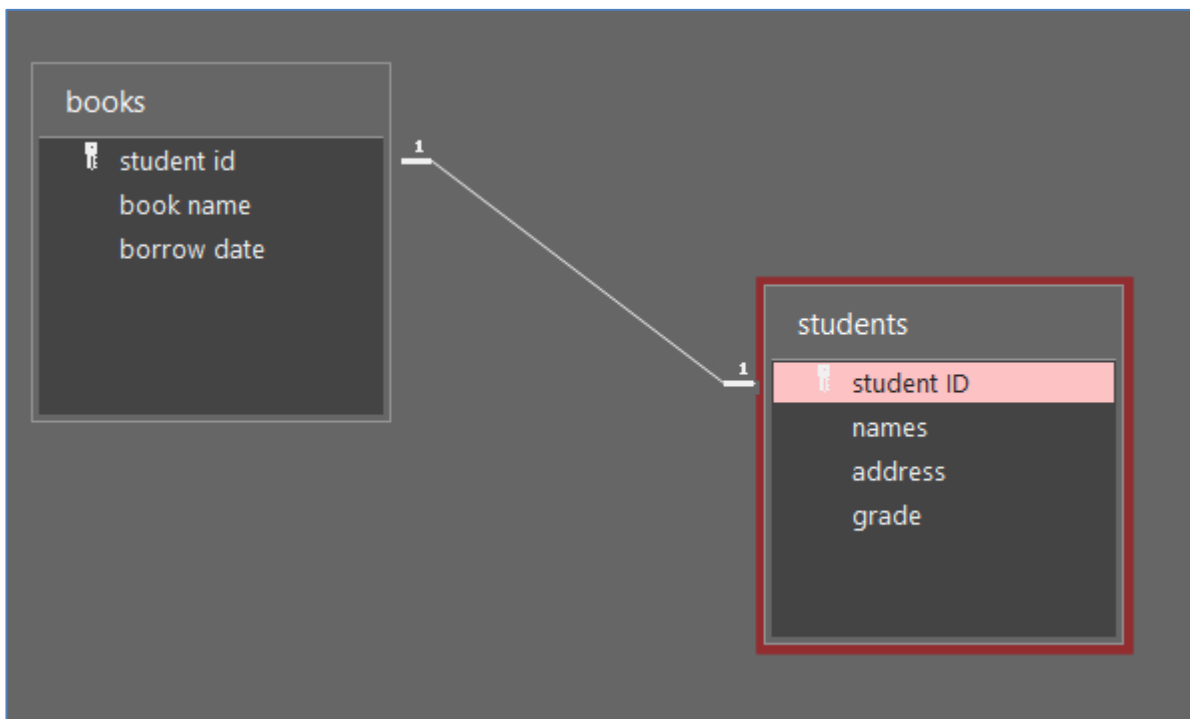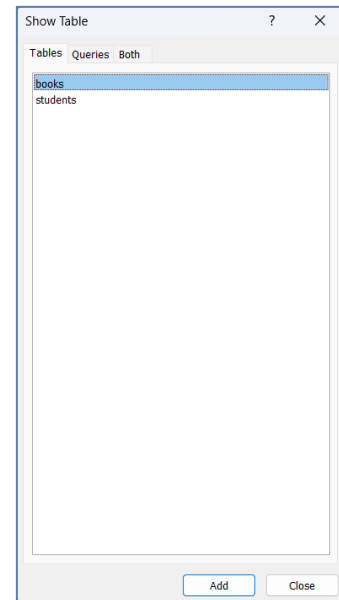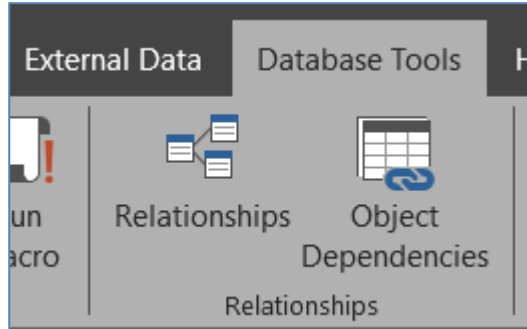
Task 4: Create a report for the table "student" and name it "Report1" with sorting the table in descending order by field "Name"

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