

Microsoft Access Practice Exam 1

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

Go to the Practice Exam Files Download web page:

<http://csl12.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 PracticeAccess1.

1. Create a Table:

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

Field Name	Data Type
Social Security Number	Short Text
Last Name	Short Text
First Name	Short Text
Date Hired	Date/Time
Salary	Currency

Set the field **Social Security Number** as the primary key.

Create the social security number input mask for the **Social Security Number** field.

Set the **Required** field property of the fields **Social Security Number**, **Last Name** and **First Name** to **Yes**.

Set the **Field Size** field property of the field **Social Security Number** to 11.

Set the **Field Size** field property of the field **Last Name** to 50.

Set the **Field Size** field property of the field **First Name** to 50.

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

Social Security Number	Last Name	First Name	Date Hired	Salary
000-00-0000	"Your Last Name"	"Your First Name"	7/25/1980	\$37,000
111-11-1111	Adler	Liz	9/25/1982	\$35,000
222-22-2222	Kinder	Jessica	3/13/1984	\$68,500
333-33-3333	Patterson	Tom	7/8/1986	\$58,000

2. Create a Form:

Use the Form Wizard and choose the **Products** table to create a form having the following requirements:

- Select the **ProductID**, **ProductName** and **UnitPrice** fields.
- Choose the **Columnar** layout.
- Type **Product List** as the form's title.

Microsoft Access Practice Test 1

Valerie Anderson, Rita Fontinha



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