

Microsoft Access XP Intermediate - Exercises

Exercise 1: What is Importing?

No Exercise!

Exercise 2: Importing data from an Excel spreadsheet

1. Open the **Invoice** database from the **G:** drive
2. Import the data from the file **Import.xls** on the **G:** drive to the **Customer** table
3. Note that the data in any one field was deleted –why?

Exercise 3: Importing data from an Access database

1. Open the **Order without Customer** database
2. Import the **Customer** table from the **Invoice** database
3. Set up relationships between **Customer** and **Order** and also between **Customer** and **Product Customer**
4. Add a new Customer to the **Customer** table
5. Open **Invoice**
6. Examine the **Customer** table and note that the customer you added is not there
7. Open the **Order without Customer** database
8. Import the **Invoice**, **InvoiceLine** and **Country** tables from **Invoice with relationships**
9. View the relationships – and the contents of the **Invoice** and **InvoiceLine** tables – note that relationships are not created to existing tables
10. Delete the **Invoice** and **InvoiceLine** tables
11. Import the **Invoice** and **InvoiceLine** tables *without data*
12. View the contents of the **Invoice** and **InvoiceLine** tables

Exercise 4: Linking to Excel or Access data

1. Delete the **Customer** table
2. Link to the **Customer** table in **Invoice**
3. Add a new Customer to the **Customer** table
4. Open the **Invoice** database and note the customer you added in the **Customer** table
5. Open the **Order without Customer** database
6. Delete the **Customer** table
7. Link to the data in **Import.xls**
8. View the data in the new **Customer** table – note the problem with telephone numbers. The field type for this field has been set to *number*. To prevent this happening the data in the Excel spreadsheet must be entered as *text*
9. Add a new customer

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10. Open the **Import** spreadsheet in Excel and note the new customer
11. Close Excel
12. Close the **Order without Customer** database

Exercise 5: Exporting data

1. Open the **Invoice** database
2. View the query **QryInvoiceSubform**
3. Close the query
4. Export the Query to **Import.xls**
5. Open the **Import.xls** workbook in Excel and note the new spreadsheet
6. Close Excel and return to the **Invoice** database
7. Export the query **QryInvoiceSubform** to the **Order without Customer** database
8. View the **Order without Customer** database and note the query
9. Open the **Invoice** database

Exercise 6: OLE Objects as Data

1. Open the **Customer** table in *design* view
2. Add a field called **CustomerLogo** with the field type *OLE Object*
3. Change to *datasheet* view and add the file **Jay&Son.jpg** to the OLE field for *Jay and Son*
4. Open the **Customer** form in *design* view and add a *text box* control for the **CustomerLogo** field
5. Change to *Form* view and note the picture
6. Add the **CherryTreeliv.jpg** file to the second record
7. Add **OfficesAhoy.bmp** to the third record
8. Add **CherryTreeLinc.bmp** to the fourth record – and make sure it is *linked* to the original file
9. Open **OfficesAhoy.bmp** in Paint and make a *quick* change. Save and close the *file* (not Paint)
10. Return to the database and note that the picture has not changed
11. Open **CherryTreeLinc.bmp** in Paint and make a *quick* change. Save and close the *file* (not Paint)
12. Return to the database and note that the picture *has* changed
13. Close the **Customer** form

Exercise 7: Hyperlink fields

1. Open the **Customer** table in *design* view
2. Add a new field called **Web site** with the data type *hyperlink*
3. Change to *datasheet* view and type **www.gre.ac.uk** in the *University of Greenwich* record
4. Click the link
5. Close Internet Explorer
6. Type **mailto:we08@gre.ac.uk** in the *hyperlink* field in the second record.

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7. Click on the link.
8. Close the email package

Exercise 8: Freezing columns in datasheets

1. In the **Customer** table freeze the **CustomerID** and **CustomerName** columns
2. Scroll to view the **website** column and note the first two columns
3. Unfreeze the **CustomerID** and **CustomerName** columns
4. Freeze the **CustomerName** and **PhoneNo** columns
5. Unfreeze all columns
6. Close the **Customer** table and do *not* save layout changes

Exercise 9: Sorting Data

1. Sort the data into descending order by **CustomerName**
2. Sort the data into ascending order by **Town**

Exercise 10: Finding Data

1. Search for *Kent* in the **County** field (you should find 4)
2. Search for anything in any field which starts with **M** (8)
3. Search for *Road* in the **Address1** field (3 – one unexpected?)
4. Search for the *kent* (note lack of capitals) in the **County** field with *match* case on. (0!)

Exercise 11: Creating indexes with multiple fields

1. In the **Customer** table create an index called **Area** consisting of **County** and **Town** –allow duplicates.
2. Close the **Customer** table
3. Open the **Invoice** table in *design* view
4. Create a *unique* index called **Invoice** for the fields **InvoiceDate** and **CustomerNo**
5. Change to the *datasheet* view
6. Add a new record with the following data

InvoiceNo	InvoiceDate	Customer
PCA120	01/09/2002	Jameson, Johnson & Co

7. Why can't you?
8. Close the **Invoice** table

Exercise 12: Filtering Data

1. Open the **Customer** table
2. Use **Filter by selection** to show only those Customers based in *Kent* (there should be 4)
3. Remove the filter
4. Use **Form filter** to show Customers who are based in *Kent* and whose address is in a *Lane*(2)

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5. Remove the filter
6. Use **Filter excluding selection** to find Customers who are **not** based in **England**
7. Remove the filter
8. Sort the Customers by **County** and **CustomerName** (in that order) using the *advanced filter/sort*
9. Remove the sort

Exercise 13: Cascading Relationships

1. Open the **Product** table and change the **ProductCode** for the *Print Cartridge* from **B16** to **A16** (You can't – why?)
2. Change the relationship between **Product** and **InvoiceLine** so that *updates* will cascade
3. Open the **Product** table and change the **ProductCode** for the *Print Cartridge* from **B16** to **A16**
4. View the **InvoiceLine** table and note the last record
5. Close the **InvoiceLine** table
6. Open the **Product** table and try to delete the record for *Print Cartridge*, Product *A16* - you can't – why?
7. Change the relationship between **Product** and **InvoiceLine** so that *deletes* will cascade
8. Open the **Product** table and delete the record for *Print Cartridge*, Product *A16*

Exercise 14: 'Find Duplicates' Query

1. Import the data from the workbook **Import.xls** to the **Customer** table again
2. Create a Query which will find duplicate Customers in the **Customer** table
3. Delete one of each duplicated record

Exercise 15: 'Find Unmatched' Query

1. Find all Products for which an invoice has never been made (4)
2. Find all Customers who have never been sent an invoice (6)

Exercise 16: Totals Query

1. Open the Query **QryInvoiceData** and note that each line of the invoice has an entry
2. Change the query so that it shows only the total cost of each *invoice* (which field must you remove from the query?)
3. Change the query so that it shows the cost of all invoices for Customers in the *USA*
4. Change the query so that it counts the number of products on each invoice for *all* Customers
5. Change the query so that it shows the maximum cost for an invoice
6. Change the query so that it gives the total cost of *all* invoices (£80,705.91)
7. Close the query

Exercise 17: CrossTab Query

1. Open the query **QryProductData**

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2. Change the query to a *Cross tab* query which shows the **Product Name** down the left hand side and the **County** across the top
3. Close the query **QryProductData**
4. Create a **Crosstab** query which will list **ProductName** down the left, **CustomerName** across the top and will show the number of each product which was bought by each customer i.e.

	Product Name	Blue Skies	Cherry Tree	Donald's Turbin
	A4 Coloured Card			1
	A4 Paper - Ream			
	Colour Printer			1
	Coloured A4 Paper	3		
	Desk			
	Digital Camera	2		1
	Fan			
	Laser Printer		19	2

5. Close and save the query

Exercise 18: Changing the look of the Form

1. Examine the design of the **Customer** form.
2. Change the colour of the background of the form
3. Add a footer area and change the background colour
4. Change the footer area so that it is sunken
5. Change the detail area so that it can grow (this will only show when a control is allowed to grow too)

Exercise 19: Changing Form Control Properties

1. Change the font style and size for the **CustomerName** field to **Comic Sans** size 12.
2. Change the **County** control so that its "special effect" is raised
3. Change the **CustomerName** control so that it is shadowed.
4. Change the Status bar message for **CustomerLogo** to say "Select Insert, Object to add a picture"
5. Change to *form* view to see the status bar message
6. Underline the label text for the **CustomerName** control.
7. Remove the border for the **PostCode** control.
8. Close the Form without saving

Exercise 20: Calculated values on forms

1. Open the **Invoice** form
2. Add a control called **TotalPrice** in the subform under the **Total price** heading which calculates the **Quantity** multiplied by the **Price**
3. Add a control in the subform footer which sums the **TotalPrice**
4. Add a control (using IIF) to flag a 10% discount on items with a Product Code beginning with **B** (use the criteria >A999, and use the text "discount 10%" and "no discount")

5. Create a new control which joins the **ProductCode** and the **InvoiceNo** with a space between

Exercise 21: Enabling and locking controls on forms

1. Lock all the calculated fields in the **InvoiceSubform**
2. Try to change data in the **TotalPrice** control – note that your cursor can enter the control
3. Change the **TotalPrice** control so that is not enabled
4. Try to change data in the **TotalPrice** control– note that your cursor cannot enter the control
5. Change the **TotalPrice** control so that is not locked
6. Try to change data in the **TotalPrice** control– note that your cursor cannot enter the control and the control is dimmed
7. Close and save the **Invoice** and **InvoiceSubform** forms

Exercise 22: Adding a tab control to Forms

1. Open the **Customer** form in *design* view
2. Move all the controls down the form a fair way
3. Add a tab control
4. Highlight all the controls other than the *logo* and *cut* them
5. Click on the first page label and *paste* the controls
6. Change to the *form* view and click on each page label in turn. The second one should be blank!
7. Return to the *design* view
8. Cut the *logo* and paste it onto the second page
9. View the Form
10. Rename the pages as *details* and *Logo*
11. View the Form
12. Insert a new page
13. Put the *address* details on the new page
14. Rename the new page *address*

Exercise 23: Compact and Repair the database

1. Compact and repair the **Invoice** database

Exercise 24: Database Splitter

1. Split the **Invoice** database
2. View the two databases and note what Tables, Queries and Forms are in each