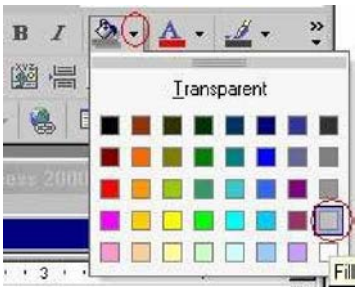
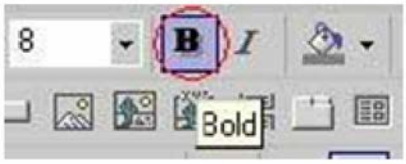
Microsoft

MOS-A2K

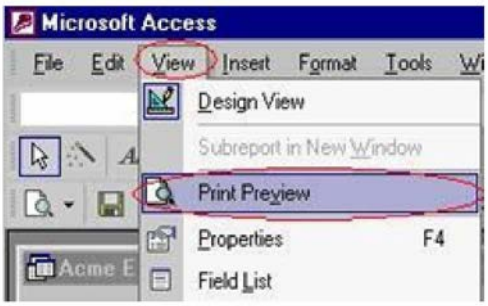
MOUS 2000 Microsoft Access 2000 CORE



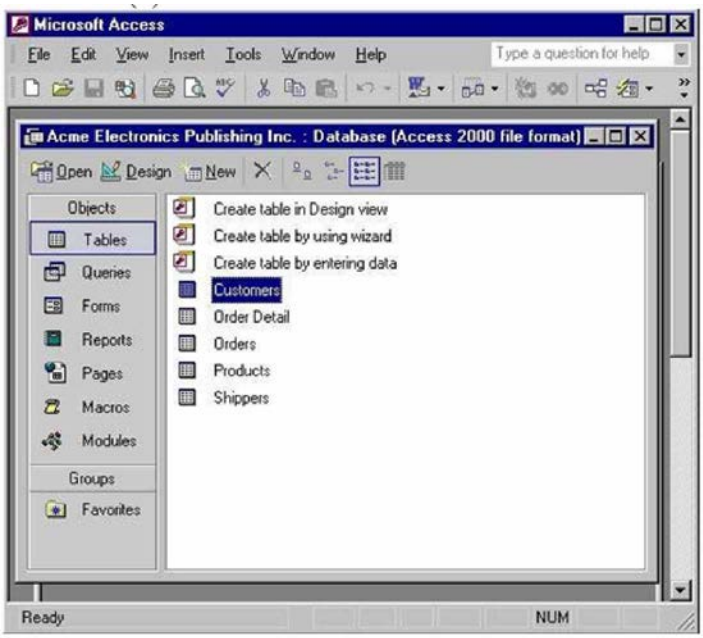
Step 7: Click the Bold button.



Step 8: Click the Save button.
Step 9: Select the View menu.
Step 10: Select the Print Preview command.



QUESTION: 24
Complete the following 3 tasks:
(1) Open the Customers table in Datasheet View.
(2) Using selection, filter the datasheet so that only customers from California are displayed.
(3) Close the table.



Answer:

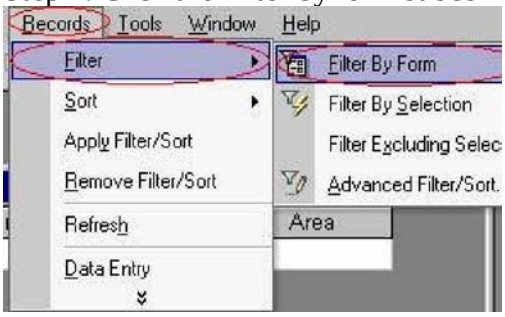
Step 1: Click the Open button.

Note: The Customers table is already selected. We just have to press the Open button.

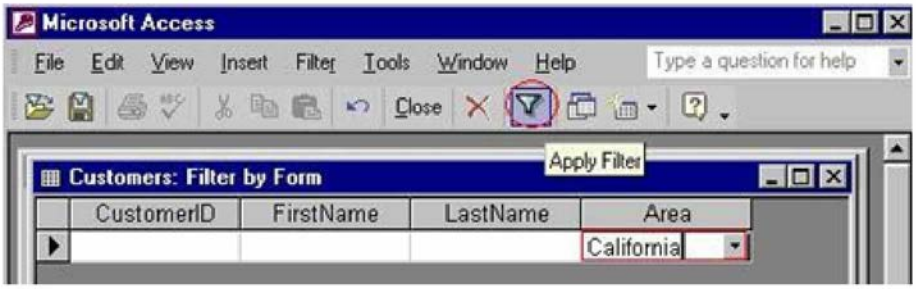
Step 2: Click the Records menu.

Step 3: Click the Filter command.

Step 4: Click the Filter by form subcommand.



Step 5: In the Area column type: California
Step 6: Click the Apply Filter button.



Step 7: Select the File menu.
Step 8: Select the Close command.

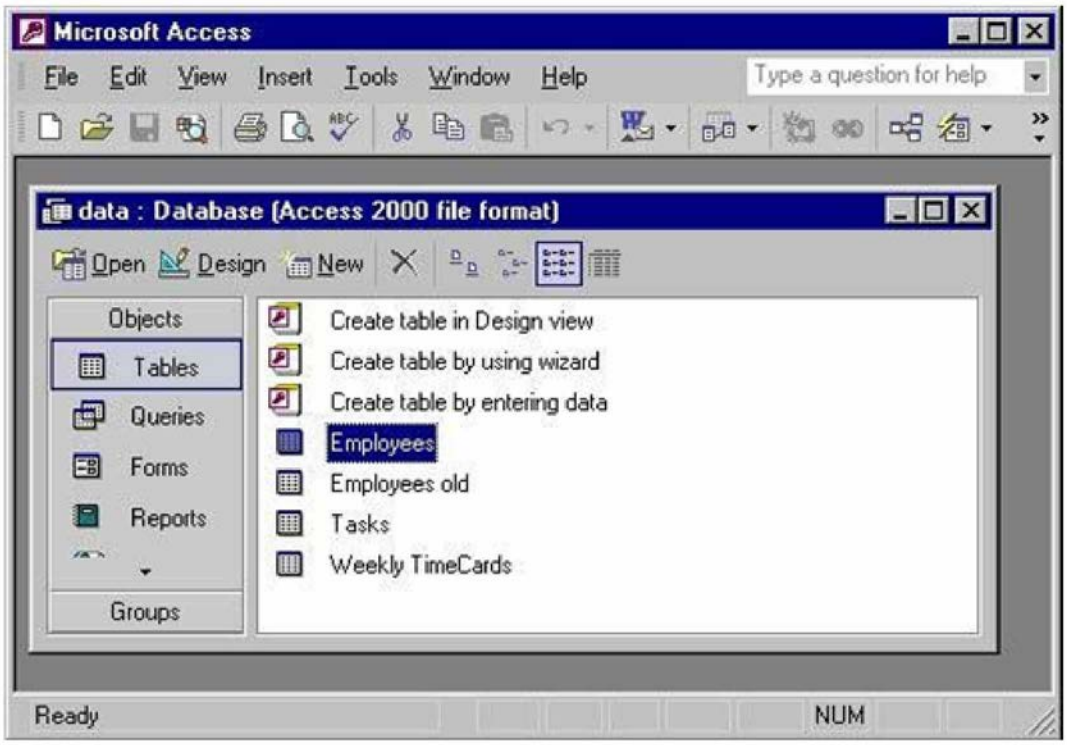
QUESTION: 25
Complete the following 3 tasks:
(1) Open the Tasks table in Design View.
(2) Set TaskID as the primary key.
(3) Save the table and close it.

Answer:
Step 1: Click the Tasks table.
Step 2: Click the Design button.

Step 3: Make sure that the TaskID field is selected by clicking on its row.
Note: It might already be selected.
Step 4: Click the Primary Key button. Step 5: Click the Save button.

Step 6: Click the File menu.
Step 7: Click the Close command.

QUESTION: 26
Complete the following 2 tasks:
(1) Open the Relationships Window, create a one-to-many relationship between the Employees table and the WeeklyTimeCards table, and enforce referential integrity.
(2) Close the Relationship Window.

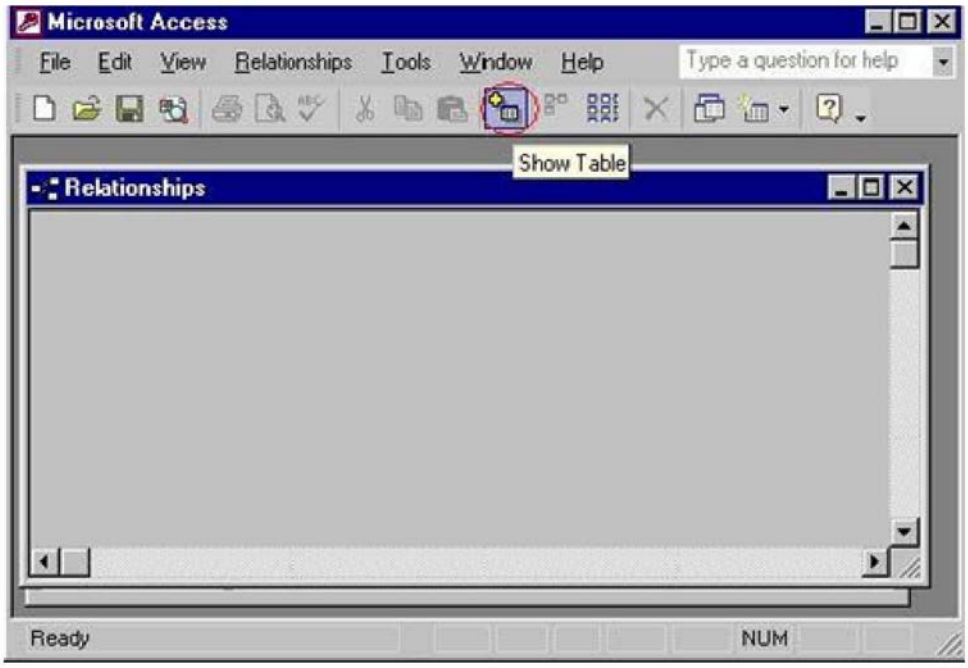


Answer:

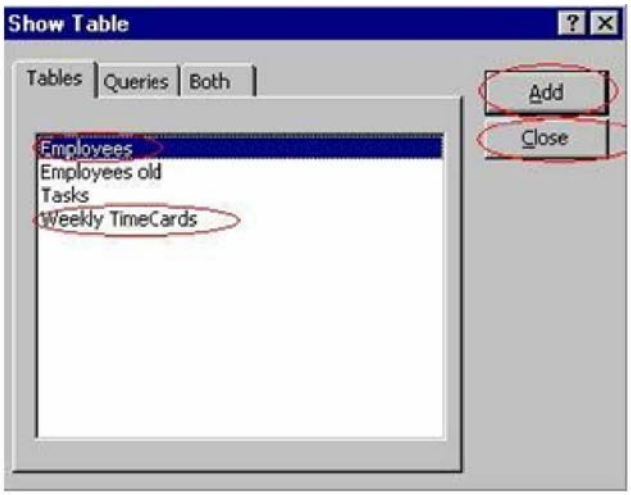
Step 1: Click the Tools menu.

Step 2: Select the Relationships command.

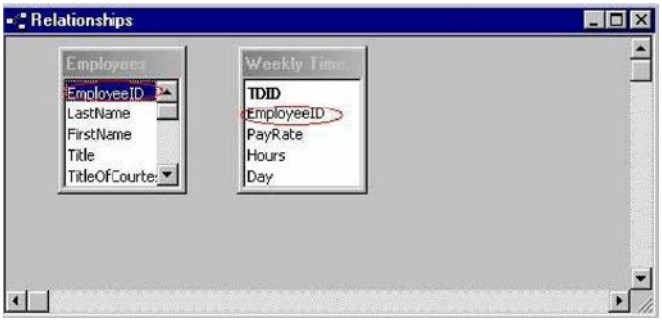
Step 3: Click the Show Table command.



Note 1: If Show Table dialog box opens then skip step 3.
Note 2: If Relationships windows already contains Employees and the WeeklyTimeCards tables then skip Step 3-6.
Step 4: Select Employees and click the Add button.
Step 5: Select WeeklyTimeCards and click the Add button. Step 6: Click the Close button.



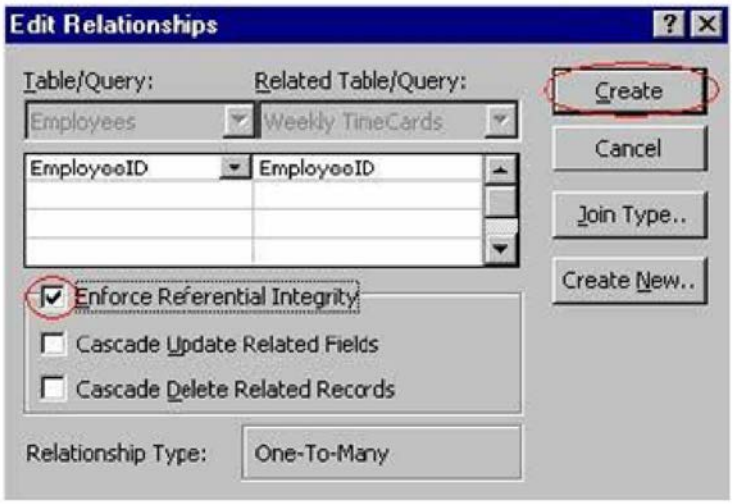
Step 7: Click and drag the EmployeeID field from the Employees table to the EmployeeID field of the WeeklyTimeCards table.



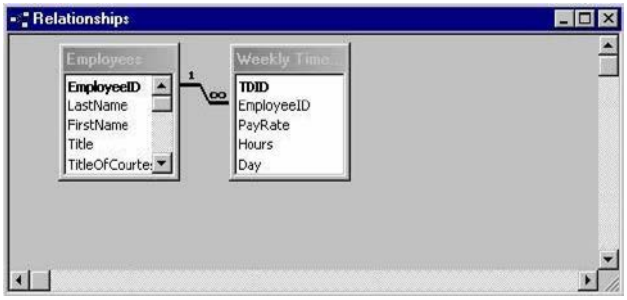
Note: You could drag in the opposite directions as well (from the WeeklyTimeCards to Employees). The result would be the same.

Step 8: In the Edit Relationships dialog box select Enforce Referential Integrity

Step 9: Click the Create button.



Note: The result would similar to:



Step 10: Click the File menu.
Step 11: Click the Close command.

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