

## Microsoft Office – Access Comprehensive Exam

You operate a business called:

The Bookwork's  
 1625 Front Street  
 Columbus, Ohio 43201  
 614-the-book  
 information@thebookworks.com

### 1. Create the following tables: (use proper field lengths, input mask, etc.)

- a. TblInventory - Create a lookup field for media type using Printed Material, Braille, Large Print, Magazine, Book on Tape, Music on Tape, Book on CD, Music on CD, DVD, CDRom, Video Tape, Computer File, Map)

<b>Serial No</b>	256-45-14586	589-25-58674	201-82-64875
<b>ISBN</b>	0-79-074538-0	0-07-212756-2	0-619-00038-4
<b>Description</b>	The Matrix	Cisco Router Handbook	A+ Guide to Managing and Maintaining Your PC
<b>Edition</b>	Special	1st	3rd
<b>Copyright Date</b>	1999	2001	2000
<b>Author</b>	Andy Wachowski	George C. Sackett	Jean Andrews
<b>Subject</b>	Science Fiction Films	Computer Networks	Computer Hardware
<b>Media Type</b>	Video Tape	Printed Material	Printed Material
<b>Pages / Length</b>	136 minute	i-xxvii, 1-990	i-xxxix, 1-1038, Appendix A-F
<b>Publisher</b>	Warner Home Video	McGraw-Hill	Thompson Learning
<b>Date Purchased</b>	3/12/2000	1/29/2002	6/24/2000
<b>Purchase Price</b>	\$14.99	\$65.89	\$72.05
<b>Cost Repairs to Date</b>	\$2.00	\$0.00	\$0.00
<b>Last Date Repaired</b>	5/11/2002		
<b>Condition</b>	Good	Excellent	Fair
<b>Shelf</b>	5e	2c	2a
<b>Cost per Day</b>	\$2.75	\$3.10	\$1.50
<b>Purchase to Own</b>	\$350.00	\$400.00	\$550.0

b. TblBorrowandPurchase

<b>Serial No</b>	256-45-14586	589-25-58674	201-82-64875
<b>Customer No</b>	125-158-1456	003-147-5896	126-458-8951
<b>Date Checked Out</b>	5/9/2003	5/8/2003	4/30/2003
<b>Date Checked In</b>		5/10/2003	
<b>Days Rented</b>	65	72	58

c. TblCustomerInformation

<b>Customer No</b>	125-158-1456	003-147-5896	126-458-8951
<b>Title</b>	Ms	Mr.	Mr.
<b>Last Name</b>	Michner	Shultz	Farm
<b>First Name</b>	Sally	Timothy	Tyler
<b>Mi</b>	F	B	M
<b>Address</b>	56 Main St	234 Riverfront Lane	1758 State Street
<b>Apt No</b>		21A	7
<b>City</b>	Columbus	Gahanna	Columbus
<b>State</b>	Ohio	Ohio	Ohio
<b>Zip</b>	43230	43201	43217
<b>Home Phone</b>	614-458-9865		614-472-5864
<b>Cell Phone</b>	740-258-6854	614-254-5689	
<b>Email</b>	SMichner@aol.com	TimS234@hotmail.com	FMT7@msn.com
<b>Date Started</b>	10/15/2000	1/02/1998	1/15/2002
<b>New ID Card</b>	1/25/2003	1/26/2003	1/27/2003
<b>Status</b>	Enrolled	Enrolled	Enrolled

2. Create advanced forms for each of the tables:

**FrmCustomerInformation** – a multiform with address information on the **address** tab and the telecommunication information on the **telecom** tab

**FrmInventory** – a form with a option group for media type (Printed Material  
Braille, Large Print, Magazine, Book on tape, Music on tape, Book on  
CD, Music on CD, DVD, CDROM, Video Tape, Computer File, Map)

**FrmBorrowandPurchase** - a regular form with the company logo

3. Create a relationship to allow combining of the three tables.

4. Create the following queries:

**QryLocateDescription** Query to locate a book by **typing** in the name of the book

**QryLocateBookAuthor** Query to locate a book by **typing** in the author's last name

- QryBooksSubject**      Query to sum books by subject
- QryCustomer-**      The query should report all customers in alphabetical order
- QryMaterialBorrowed-**      The query should report materials that are checked out, but not checked in. Should show Serial No, Description, Customer No, Last Name, First Name, Home Phone, Cell Phone, Email, Date Checked Out, Cost Per Day
- QryNeedtoBorrow-**      The query should report materials that are not checked out. Should show Serial No, Description, Date Checked In, Cost Per Day, Purchase to Own

**5. Create a report for each query with the company information in the header.**

**6. Create a switchboard for each input form and each report.**

**7. Create a macro to open a single form and maximize it.**