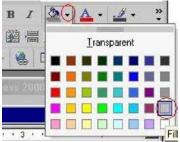


# **Microsoft**



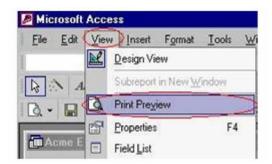
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Step 7: Click the Bold button.



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.

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#### **Answer:**

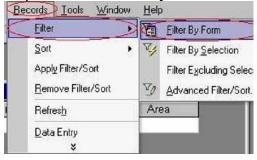
Step 1: Click the Open button.



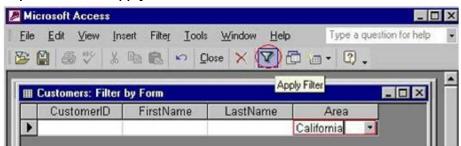
Note: The Customers table is already selected. We just have to press the Open button. Step 2: Click the Records menu.

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.



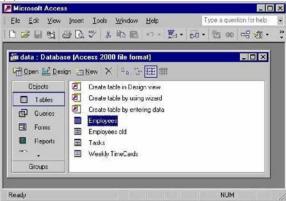
Step 7: Select the File menu. Step 8: Select the Close command.

## **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.

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•	Weekly TimeCards	
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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.

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Field Name	Data Type	Primary Key Description
▶ TaskID	AutoNumber	
Notes	Text	
TaskDescription	Memo	
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EndDate	Date/Time	
	Field Propertie	s
General Lookup		
Field Size	Long Integer	
New Values	Increment	
Format		

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.

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#### Answer:

Step 1: Click the Tools menu. Step 2: Select the Relationships command. Inset Cools Window Help Spelling... F7 Relationships... se (Acc Analyze ) gn m Database Utilities )

Step 3: Click the Show Table command.

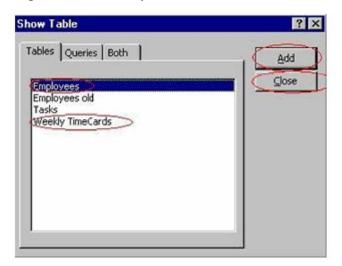
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Note 1: If Show Table dialog box opens then skip step 3.

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.

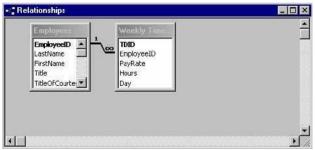
Employees Weekly Time EmployeeID III TOID	
LastName PayRate	
Title Hours	
TitleOfCourte:	

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.

[able/Query:	Related Table/Query:	Create
Employees	Weekly TineCards	
EmployeeID	EmployeeID	Cancel
		Join Type
	ential Integrity	Create New
Enforce Refer		1.000
	ate Related Fields	
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Note: The result would similar to:



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

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