

Microsoft® Office Access™ 2007 Step by Step

MCAS Exercise Map

The practice files necessary to complete these exercises are available from Courseware Library in the file 50040A-EN_SBSCW_Access2007_PracticeFiles.zip.

Exercises in the book reference practice files installed on your computer and organized in chapter-specific folders. Practice files for this Step by Step Courseware Library instructor-led training are organized in module-specific folders. The following table indicates the location of the practice files for each exercise.

Page	Objective	Title	Location\Practice File
60	1.1	Linking to Information	none
107	1.2	Relationships	none
38-41	2.1	Creating a Database from a Template	none
41-46	2.1	Creating a Table Manually	none
46-48	2.2	Creating a Table from a Template	Module02\TableTemplate.accdb
48-51	2.3	Manipulating Table Columns and Rows	Module02\Manipulating.accdb
180-184	2.4	Restricting the Type of Data in a Field	Module02\FieldTest.accdb
184-186	2.4	Restricting the Amount of Data in a Field	Module02\Size.accdb
186-191	2.4	Specifying the Format of Data in a Field	Module02\Accurate.accdb
191-194	2.4	Restricting Data by Using Validation Rules	Module02\Validate.accdb
104-106	2.5	Creating a Form by Using the Form Tool	Module02\CreateFormTool.accdb
133-139	2.5	Adding a Subform to a Form	Module02\AddSubform.accdb
221-227	2.6	Creating a Report by Using a Wizard	Module02\Wizard.accdb
233-236	2.6	Creating a Report Manually	Module02\Manually.accdb
237-239	2.6	Modifying Report Content	Module02\ModifyContent.accdb
247-249	2.6	Previewing and Printing a Report	Module02\Printing.accdb
108-114	2.7	Refining Form Properties	Module02\RefineProperties.accdb
114-118	2.7	Changing the Arrangement of a Form	Module02\RefineLayout.accdb
119-124	2.7	Adding Controls to a Form	Module02\AddControls.accdb
14-19	3.2	Exploring Tables	Module03\Tables.accdb

148	3.3	Wildcards	none
202-205	3.3	Updating Information in a Table	Module03\Update.accdb
57-59	3.5	Importing Information from an Excel Worksheet	Module03\ImportExcel.accdb
160-169	4.1	Creating a Query Manually	Module04\QueryDesign.accdb
174-177	4.2	Performing Calculations by Using a Query	Module04\Calculate.accdb
144-147	5.1	Sorting Information in a Table	Module05\SortTable.accdb
148-151	5.2	Filtering Information in a Table	Module05\FilterTable.accdb
153-156	5.2	Filtering Information by Using a Form	Module05\FilterForm.accdb
82-84	5.4	Exporting Information to Excel	Module05\ExportExcel.accdb
89	5.5	Exporting Information to PDF and XPS Files	none
31-34	5.6	Previewing and Printing Access Objects	Module05\Print.accdb
57	6.1	Migrating a Database from a Previous Version of Access	none
210-216	6.1	Preventing Database Problems	Module06\Prevent,accdb
283	6.1	Collaborating Through SharePoint	none
262-267	6.2	Controlling the Features Available to Database Users	Module06\Features.accdb Module06\Icon.ico
274-277	6.2	Assigning a Password to a Database	Module06\Password.accdb
275	6.2	Database Encrypting	none