MS Access Lab 1

**Quiz 1:** Open "C:/Program Files/Microsoft Office/Office/Samples/Northwind.mdb" database and answer the following questions:

1. What version of Access do you have?

2. What are the different tabs available in the Northwind: Database window?

3. Go to TABLE: **Employee**: How many employee records do they have?

4. In TABLE: **Order Details**, which field(s) (column headings) is identical to the field(s) in TABLE: **Order**? and TABLE: **Products**?
   
   Identical (Order Details with Order):
   
   Identical (Order Details with Products):

5. What is the cheapest product in the Northwind database and what is its price?

6. What are the options available in the FORM: **Main Switchboard**?

7. What information is needed to fill out the FORM: **Orders**?

8. What was the number of orders shipped in the 1\textsuperscript{st} Quarter of 1997? What was the total number of orders shipped in 1997? (Hint: look at REPORTS)