

**UPSKILL TECHNOLOGIES- ADVANCE EXCEL EXERCISES**  
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**Exercise #** : 103A  
**Level** : Access Basic, Intermediate  
**Objective** : Creating a Table and entering data  
**Compatibility** : Access2010 or >

**Instruction:**

- 1) Create a table called "Cities" with a field "City". Input the below cities into i.e..Hyderabad, Mumbai, Kolkata, Bangalore, Pune
- 2) Create a new blank access database. Create a table using "Design View". Give it a name "Sales"
- 3) Fill the following

Field Name	Data Type	Detail
Invoice_No	Text	To store Inv numbers like INV10001, INV10002, INV10003 Use caption -Invoice#
Invoice_Date	Date/Time	Format "dd-mmm-07". Use caption -Invoice Date
Invoice_Items	Number	Long Integer. Caption- Invoice Items
Invoice_Amount	Currency	Format it to \$. Caption- Amount
Invoice_Tax	Calculated Field	Format \$. [Invoice_Amount]*0.05 . Caption – Tax
Invoice_Sales	Calculated field	Format \$. [Invoice_Amount]+[Invoice_Tax]. Caption: Total
Invoice_Region	Text, Lookupfld	Lookupfield from city table. Caption: Region
Invoice_SM	Text	Text, Caption: Sales Manager
Invoice_Doc	Attachment	Attachment, Caption: Invoice Copy

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4) Save the table add the below records to the table.

Invoice#	Date	Items	Amount	Tax	Total	Region	Sales Manager	Invoice Copy
10001	18-Sep-15	25	\$ 5,000.00	\$ 250.00	\$ 5,000.00	Bangalore	Rishi	Any Document
10002	25-May-15	33	\$ 45,454.00	\$ 2,272.70	\$ 47,726.70	Hyderabad	Sami	Any Document
10003	03-May-15	334	\$ 33,434.00	\$ 1,671.70	\$ 35,105.70	Mumbai	Vinay	Any Document
10004	22-May-15	120	\$ 234,324.00	\$ 11,716.20	\$ 246,040.20	Hyderabad	Ravi	Any Document
10005	04-Aug-15	445	\$ 78,768.00	\$ 3,938.40	\$ 82,706.40	Mumbai	Kiran	Any Document

Save the database with your name and the exercise # and send it for evaluation to [info@upskilltechnologies.com](mailto:info@upskilltechnologies.com)

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