**CST-133W “Turn-In” Instructions**

**MS Access 2013 Lab Part I**

Work your way through the lab PDFs by reading and following the directions.

Unit A: ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Access%20Part%20I/msofficeintro_access_unit_a_getting_started_with_access.pdf)) Read through the “Understanding Relational Databases” section on pages 2 and 3. Make sure you understand the concepts presented.

Work through the “Exploring a Database” exercise on page 4 and 5. On page 6, you will be directed to create a new database named “Quest”. On pages 8 through 17 that follow you will be asked to modify your “Quest” database. Be sure to save your work.

Unit B: ([link](http://www3.delta.edu/cstfiles/CST-133/cst133_labPDFs/MS%20Access%20Part%20I/msofficeintro_access_unit_b_building_and_using_queries.pdf)) On page 28, you will be directed to open and modify the QuestTravel-B database. On pages 30 through 43 you will perform various queries, sorts, and filters with this database.

***Submit your two database files as directed by your instructor.***