

# Access Skills Assessment Review Topics

1. Module 1: Create and Save a DATABASE File in your folder.
2. Module 1: Create a TABLE Object in Datasheet View.
  - Enter the Field Names
  - Choose the Data Type
3. Module 2: Create a TABLE Object in Design View
  - Enter the Field Names
  - Choose the Data Type
  - Enter the Description
  - Modify the Field Properties
  - Choose the Primary Key
4. Module 2: Define Table RELATIONSHIP.
5. Module 3: Create a Simple QUERY Object
  - Add a Table.
  - Add the Fields.
  - Enter the Search Criteria
  - Run the Query, Verify Results and Save the Query.
6. Module 4: Create a FORM Object
  - Use the FORM Wizard to create a Form Object.
  - Modify the Form in LAYOUT View.
  - Updating and adding new records in FORM View.
7. Module 4: Create a REPORT Object
  - Use the REPORT Wizard to create a Report Object.
  - Modify the Report in LAYOUT View or DESIGN VIEW.
  - PRINT a REPORT.