

Access Test 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 Multitable QUERY Object
 - Add multiple Tables.
 - Add the Fields from Tables.
 - Enter multiple Search Criterias.
 - Run the Query, Verify Results and Save the Query.

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7. 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.

8. 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.