

ACCESS 2007 HANDS-ON TEST CONCEPTS

Tutorial 1	Create a database
	Create a database
	Create a table in datasheet view
	Specify a primary key
	Rename the default primary key field
	Change the data type of a field
	Create new fields in table
	Enter records
	Change name of selected data table
	Save a table
	Open a table
	Copy records from another Access database
	Create a simple query
	Create a simple form
	Create a simple report
	Print a report
	View objects in the navigation pane
	Compact a database
Tutorial 2	Build a Database and Defining Table Relationships
	Set field properties
	Name fields
	Name objects
	Specify default value
	Assign field data types
	Set field sizes
	View field data types and formatting
	Modify data types and formatting
	Change the data type of a field in datasheet view
	Change the format of a field in datasheet view
	Create a table in design view
	Specify a primary key in design view
	Save the table structure
	Move a field in design view
	Add a field in design view
	Change field properties
	Add records to a new table
	Delete records
	Go to last record in data table
	Sort records in data table
	Import data from and Excel worksheet
	Create a table by importing an existing table structure
	Delete fields from a table structure
	Change the data type for fields in design view
	Rename the fields in design view
	Add data to a table by importing a text file
	Specify referential integrity and specify cascading
	Create a relationship between two tables
	Switch to datasheet view
	Use expression builder to display functions
Tutorial 3	Maintain and Query a Database

	Using navigation keys
	Update a database
	Modify records
	Find data in a table using Find and Replace
	Delete records
	Create a query in Design view
	Run a query
	Format query results
	Update data using a query
	Create a multitable query
	Sort data in a query
	Use Autofilter to sort data
	Sort multiple fields in design view
	Delete field from a query
	Add data table to a query
	Join tables in a query
	Filter data
	Define record selection criteria for queries
	Specify an exact match in a query
	Move fields in a query
	Display records in reverse order
	Change query font size
	Resize query columns
	Autofit column size
	Change the background color of datasheet rows
	Use comparison operators to match a range of value
	Define multiple selection criteria for queries
	Use the And logical operator
	Use the Or logical operator
	Create a calculated field
	Format a calculated field
	Work with aggregate functions using the totals row
	Create queries with aggregate functions
	Use record group calculations
Tutorial 4	Create Forms and Reports
	Create a form using the form wizard
	Open form in form view
	Modify a form's design in layout view
	Change a form's Autoformat
	Add a picture to a form
	Change the color of the form title
	Change the type of line on a form
	Use form navigation
	Move a field in layout view
	Find data using a form
	Maintain table data using a form
	Preview selected form records
	Print selected form records
	Print report
	Save report
	Save form
	Create a form with a main form and a subform

	Create a report using the report wizard
	Modify a report's design in Layout view
	Move a field on a report in layout view
	Resize a field on a report in layout view
	Insert a picture in a report
	Change the font color in a report
	Use conditional formatting in a report
	Preview a form before printing