

Access 2010

Objective Domain

1. Managing the Access Environment

- 1.1. Create and manage a database.
- 1.2. Configure the Navigation Pane.
- 1.3. Apply Application Parts.

2. Building Tables

- 2.1. Create tables.
- 2.2. Create and modify fields.
- 2.3. Sort and filter records.
- 2.4. Set relationships.
- 2.5. Import data from a single data file.

3. Building Forms

- 3.1. Create forms.
- 3.2. Apply Form Design Tab options.

3.3. Apply Form Arrange Tab options.

3.4. Apply Form Format Tab options.

4. Creating and Managing Queries

4.1. Construct queries.

4.2. Manage source tables and relationships.

4.3. Manipulate fields.

4.4. Calculate totals.

4.5. Generate calculated fields.

5. Designing Reports

5.1. Create reports.

5.2. Apply Report Design Tab options.

5.3. Apply Report Arrange Tab options.

5.4. Apply Report Format Tab options.

5.5. Apply Report Page Setup Tab options.

5.6. Sort and filter records for reporting.