

STUDY GUIDE FOR **ACCESS** COMPUTER PROFICIENCY EXAM

Describe databases and database management systems	Start Access
Describe the features of the Access desktop	Create a database
Create a table and define the fields in a table	Open a table
Add records to a table	Close a table
Close a database and quit Access	Open a database
Print the contents of a table	Use a form to view data
Create a custom report	Use the Access Help system
State the purpose of queries	Create a new query
Use a query to display all records and all fields	Run a query
Print the answer to a query	Close a query
Clear a query	Use a query to display selected fields
Use text data and wildcards in criteria in a query	Use numeric data and comparison operators in criteria
Use compound criteria	Sort the answer to a query
Join tables in a query and restrict the records in a join	Use calculated fields in a query
Calculate statistics in a query	Save a query and use a saved query
Add records to a table	Locate records
Filter records	Change the contents of records in a table
Delete records from a table	Restructure a table
Change field characteristics	Add a field
Save the changes to the structure	Update the contents of a single field
Make changes to groups of records	Delete groups of records
Create validation rules	Update a table with validation rules
Specify referential integrity	Order records