

Computer Skills Placement Objectives
Databases
Using the Application
Database concepts
Understand what a database is.
Understand how a database is organized in terms of tables, records, fields, and with field data types, field properties.
Understand what a primary key is.
Understand what an index is.
Understand the purpose of relating tables in a database.
Understand the importance of setting rules to ensure relationships between tables are valid.
First steps with databases
Open (and close) a database application.
Open, log onto an existing database.
Create a new database.
Save a database to a location on a drive.
Use available Help functions.
Close a database.
Adjust settings
Change between view modes in a table, form, report.
Display, hide built in toolbars.
Tables
Main operations
Create and save a table, and specify fields with their data types.
Add, delete records in a table.
Add a field to an existing table.
Add, modify data in a record.
Delete data in a record.
Use the Undo command.
Navigate within a table to next record, previous record, first record, last record, specific record.
Delete a table.
Save and close a table.
Define keys
Define a primary key.
Index a field with, without duplicates allowed.
Table design/layout
Change field format attributes such as: field size, number format, date format.
Understand consequences of changing field size attributes in a table.
Create a simple validation rule for number, text, date/time, currency.
Change width of columns in a table.
Move a column within a table
Table relationships
Create a one-to-one, one-to-many relationship between tables.
Delete relationships between tables.
Apply rule(s) to relationships such that fields that join tables are not deleted as long as links to another table exist.

Forms
Working with forms
Open a form.
Create and save a form.
Use a form to enter, modify, delete records.
Go to next record, previous record, first record in a form, last record, specific record using form display.
Add, modify text in Headers, Footers in a form
Delete a form.
Save and close a form.
Retrieving information
Main operations
Use the search command for a specific word, number, date in a field.
Apply a filter to a table, form.
Remove a filter from a table, form.
Queries
Create and save a single table query, two-table query using specific search criteria.
Add criteria to a query using any of the following operators: < (Less than) <= (Less than or equals) > (Greater than) >= (Greater than or equals) =(Equals) <> (Not equal to) And, Or.
Edit a query by adding, removing criteria.
Edit a query: add, move, remove, hide, unhide fields.
Run a query.
Delete a query
Save and close a query.
Sort records
Sort data in a table, form, query output, in ascending, descending numeric, alphabetic order.
Reports
Working with reports
Create and save a report based on a table, query.
Change arrangement of data fields and headings within a report layout
Group data under a specific heading (field) in a report in ascending, descending order
Present specific fields in a grouped report by sum, minimum, maximum, average, count, at appropriate break points.
Add, modify text in Headers, Footers in a report.
Delete a report.
Save and close a report.
Prepare outputs
Prepare to print
Preview a table, form, report.
Change report orientation: portrait, landscape.
Change paper size.
Print options
Print a page, selected record(s) complete table.
Print all records using form layout, specific pages using form layout.
Print the result of a query.
Print specific page(s) in a report, complete report.