

# MS Access

You can use the following checks to assess your Access skills against the syllabus for ECDL Module 5: Database.

Use the following skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

## Getting Started with Access

	Current Skill Level
I understand what a database is	1 2 3 4 5
I understand how a database is organised in terms of tables, records and fields	1 2 3 4 5
I understand what a primary key is	1 2 3 4 5
I understand what an index is	1 2 3 4 5
I understand the purpose of relating tables in a database	1 2 3 4 5
I understand the importance of setting rules to ensure relationships between tables are valid	1 2 3 4 5
I can open and close a database application	1 2 3 4 5
I can open and log onto an existing database	1 2 3 4 5
I can create a new database	1 2 3 4 5
I can save a database to a location on a disk drive	1 2 3 4 5
I know how to use available Help functions	1 2 3 4 5
I can close a database	1 2 3 4 5
I know how to change between views in a table, form and report	1 2 3 4 5
I know how to display and hide built-in toolbars	1 2 3 4 5

## Tables – Main Operations

I can create and save a table and specify fields with their data types	1 2 3 4 5
I can add and delete records in a table	1 2 3 4 5
I can add a field to an existing table	1 2 3 4 5
I can add and modify data in a record	1 2 3 4 5
I can use the undo command	1 2 3 4 5
I know how to navigate within a table to next record, previous record, first record, last record or a specific record	1 2 3 4 5
I can delete a table	1 2 3 4 5

## Define keys

I know how to define a primary key	1 2 3 4 5
I can index a field with or without duplicates allowed	1 2 3 4 5

## Table Design/Layouts

I can change field format attributes such as field size and type	1 2 3 4 5
I can create a simple validation rule for number, text, date/time or currency	1 2 3 4 5
I can change the width of columns in a table	1 2 3 4 5
I can move a column within a table	1 2 3 4 5

## Table Relationships

I can create one-to-one and one-to-many relationships between tables	1 2 3 4 5
I can delete relationships between tables	1 2 3 4 5
I can apply rules to relationships such that fields which join tables are not deleted when links to another table exist	1 2 3 4 5

## Working with Forms

I can open a form	1 2 3 4 5
I can create and save a form	1 2 3 4 5
I can use a form to enter, modify and delete records	1 2 3 4 5
I can go to next record, previous record, first record, last record or a specific record in a form	1 2 3 4 5
I can add and modify text in Headers and Footers on a form	1 2 3 4 5
I can delete a form	1 2 3 4 5
I can save and close a form	1 2 3 4 5

## Retrieving Information

I know how to use the search command for a specific word, number or date in a field	1 2 3 4 5
I know how to apply a filter to a table or form	1 2 3 4 5
I know how to remove a filter from a table or form	1 2 3 4 5

## Queries

I can create and save a single table query or a two-table query using specific search criteria	1 2 3 4 5
I can 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	1 2 3 4 5
I can edit a query by adding or removing criteria	1 2 3 4 5
I can edit a query by adding, removing, moving, hiding, and unhiding fields	1 2 3 4 5
I can run a query	1 2 3 4 5
I can delete a query	1 2 3 4 5
I can save and close a query	1 2 3 4 5

## Sort Records

I can sort data in a table, form or query output, in ascending or descending numeric or alphabetic order	1 2 3 4 5
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## Reports

I know how to create and save a report based on a table or query	1 2 3 4 5
I can change the arrangement of data fields and headings within a report layout	1 2 3 4 5
I can group data under a specific field heading in a report in ascending or descending order	1 2 3 4 5
I know how to present specific fields in a grouped report by sum, minimum, maximum, average or count, at appropriate break points	1 2 3 4 5
I can add or modify text in Headings and Footers in a report	1 2 3 4 5
I can delete a report	1 2 3 4 5
I can save and close a report	1 2 3 4 5

## Prepare Outputs

I can preview a table, form or report	1 2 3 4 5
I can change report orientation to portrait or landscape, and change paper size	1 2 3 4 5
I can print a page, selected record(s), or a complete table	1 2 3 4 5
I can print all records or specific pages using form layout	1 2 3 4 5
I can print the results of a query	1 2 3 4 5
I can print specific page(s) in a report or a complete report	1 2 3 4 5