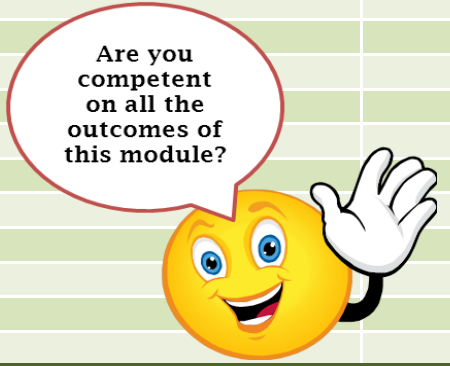


# Microsoft Office Access 2010 Level 1 - Checklist



Outcomes Achieved	X
<b>Lesson 1: Getting Started with Access Databases: Page 2 - 21</b>	
Identify The Elements of the Access Interface	
Identify the Components of a Database	
Examine the Relational Database Design Process	
<b>Lesson 2: Building the Structure of a Database: Page 36 - 60</b>	
Create a New Database	
Create a Table Using the Design View	
Manage Tables	
Establish Table Relationships	
<b>Lesson 3: Managing Data in a Table: Page 70 - 86</b>	
Modify Table Data	
Sort and Filter Records	
Work with Subdatasheets	
<b>Lesson 4: Querying a Database: Page 94 - 119</b>	
Create a Query	
Add Criteria to a Query	
Add a Calculated Field to a Query	
Perform Calculations on a Record Group	

Outcomes Achieved	X
<b>Lesson 5: Designing Forms: Page 128 - 145</b>	
Create a Form	
Modify the Design Form	
View and Edit Data Using an Access Form	
<b>Lesson 6: Generating Reports: Page 152 - 174</b>	
Create a Report	
Add a Control to a Report	
Format the Controls in a Report	
Enhance the Appearance of a Report	
Prepare a Report for Print	
<b>Final Assessment</b>	



<b>Student Name and Surname:</b>
<b>Identity Number:</b>
<b>Date:</b>

<b>Signed:</b>
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