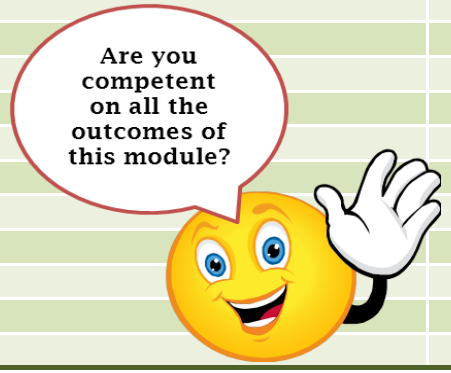
Microsoft Office Access 2010 Level 2 - Checklist

Outcomes Achieved	X
Lesson 1: Controlling Data Entry: Page 2 - 16	
Constrain Data Entry Using Field Properties	
Establish Data Entry Formats for Entering Field Values	
Create a List of Values for a Field	
Lesson 2: Joining Tables: Page 24 - 34	
Create Query Joins	
Join Tables with No Common Fields	
Relate Data within a Table	
Lesson 3: Creating Flexible Queries: Page 40 - 51	
Set the Select Query Properties	
Retrieve Records Based on Input Criteria	
Create Action Queries	
Lesson 4: Improving Forms: Page 64 - 97	
Restrict Data Entry in Forms	
Organize Information with Tab Pages	
Add a Command Button to a Form	
Create a Subform	
Display a Summary of Data in a Form	
Change the Display of Data Conditionally	

Outcomes Achieved	X
Lesson 5: Customizing Reports: Page 102 - 138	
Organize Report Information	
Format Reports	
Control Report Pagination	
Summarize Report Information	
Add a Subreport to an Existing Report	
Create a Mailing Label Report	
Lesson 6: Sharing Data Across Applications: Page 144 - 165	
Import Data Into Access	
Export Data to Text Files Formats	
Export Access Data To Excel	
Create a Mail Merge	
Final Assessment	



Student Name and Surname:
Identity Number:
Date:

Signed: