

## Structuring Databases

- Creating Access databases
- Create and modify tables
- Define and modify field types
- Modify field properties
- Create and modify one-to-many relationships
- Enforce referential integrity
- Create and modify queries
- Create forms
- Add and modify form controls and properties
- Create reports
- Add and modify report control properties
- Create a data access page

## Entering Data

- Enter, edit and delete records
- Find and move among records
- Import data to Access

## Organising Data

- Create and modify calculated fields and aggregate functions
- Modify form layout
- Modify report layout and page setup
- Format datasheets
- Sort records
- Filter records

## Managing Databases

- Identify object dependencies
- View objects and object data in other views
- Print database objects and data
- Export data from Access
- Back up a database
- Compact and repair databases