Access Midterm Exam 1 Prep Sheet
(Level 1, Chapters 1 - 6)

The first Access Midterm Exam is due by **Monday, Oct 7 at 11:55 pm** for full credit. We will go over the exam in class later that week. The exam is an "Assignment" in Canvas and will be available starting on Thursday, Sept 26. The exam is open book, open notes, open brain. Each student must do his/her own work. You will complete the exam on your computer and turn in your completed database as an Assignment in Canvas.

The following tasks may be included on the exam:

- ✓ Create a **new folder** on the Windows desktop to hold your new database;

- ✓ **Download** a compressed (zipped) file that contains the exam files;

- ✓ Create a new, **empty database**;

- ✓ Create a **new, empty table** in design view that uses a variety of field data types;

- ✓ **Enter data** into a table datasheet;

- ✓ **Modify the structure of a table** by **moving** or **adding** fields, **rename** a field, **change** field properties including Default Value, Caption and Validation Rule; specify the **primary key**;

- ✓ Write a query to **find unmatched records** between two tables or **find duplicate records** within one table;

- ✓ Create a **relationship** between tables in the Relationships window, with or without using **Referential Integrity**;

- ✓ **Create a query** result (datasheet) and then edit records directly in the query result;

- ✓ **Join tables** in a query and **use fields from both tables** in the query result;

- ✓ Create a query using **multiple selection criteria** (including **AND**, **OR** and **NOT** conditions);

- ✓ Specify query selection criteria that include a **wildcard value** or a **range of values**;

- ✓ Create a **calculated field** in a query, specify a field caption, and **format** the new field;

- ✓ **Sort query results** by multiple columns (fields);

- ✓ Create a query that uses **aggregate functions** to sum, average or count **all records**;

- ✓ Specify **selection criteria** for a query that uses **aggregate functions** so you can **summarize only the selected records**;

- ✓ Add a "**grouping**" field to a query to "**subtotal**" the aggregate function results, and also **sort the query result** by the sum, average or count;

- ✓ **Create a form** using the Form Wizard, and modify that form in design view; move, resize and format fields including colors, fonts, spacing, border weight and color; use shadowing and similar effects;

- ✓ Create a **Main form with a Subform**, and resize all subform fields for best fit;

- ✓ Create a **split form** or a **multiple Items form**;

- ✓ Create a **grouped report** using the Report Wizard that includes fields from two related tables;

- ✓ **Insert a graphic** and/or a **title** into a form header or a report header;

- ✓ Specify a **font color** and similar property settings for form or report fields (including a "logo");

- ✓ Use **Conditional Formatting** to conditionally format / highlight a field in a form or report;

- ✓ Create **mailing** (or other types of) **labels**;

- ✓ **Close** and **compact** a database;

- ✓ Upload a completed database to an Assignment in Canvas.