Access 2013 Project 2 Training

1   Create New Database

2   Compact on Close

3   Remove the Search Bar

4   Import data into a new table

5   Format Customers Table

6   Rename apple table

7   Create and modify fields for Orders Table

8   Manage records in the Customers Table

9   Create and modify fields Customers Table

10   Set Primary Key Fields

11   Create and view relationships

12   Create relationship report

13   Export an .xml format

14   Create Customer Orders Query

15   Create 1st Qtr SummaryCrosstab

16   Rename Customer Orders Query

17   Query from Earlybird Annual Sale table

18   Use the Form Wizard to create a form

19   Create a Split Form using the Customers table

20   Add a form control to the Customers Form

21   Change the margins to Narrow

22   Use report wizard to create Customers(Report)

23   Sort by name Z to A

24   Theme Retrospect

These skills as stated above are covered in the Project 2 practice exam from GMetrix. This project based exam in particular is an *excellent* preparation tool for the real exam. Of course, the database and exact questions are not the same, but the skills, the level and the manner in which the questions are stated are a really very good representation of what you will get on the real exam.

In regards to queries: Make sure to familiarize yourself *not only with select queries*, but also with the *cross tab* queries, *parameter* queries and *action* queries. The different type of queries will be asked on the exam.

The first project exam (1) does not reflect the real exam as well as the second project exam. The first project is less comprehensive compared to the real exam and the skills covered are a bit on a lower level.

When you have purchased the GMETRIX practice tests, you can take the exams either in training or testing mode. The practice tests include 2 project based exams and two practice tests with independent, unrelated questions (in a similar fashion as is used in the 2010 MS Office certification exams and prior).