Access Certification Test Review

**Directions:** Open the **Green Clean Database** from the shared folder and perform the following tasks.

**Question 1 of 25**

Set Access options to Compact on Close.

**Question 2 of 25**

Create a table saved as Schedule. The field names should include Employee Number (primary key), Department, Hourly Rate. Choose appropriate field names. Save and close the table.

**Question 3 of 25**

Create a Navigation Form with Left Vertical tabs to include the Employees Report and Inventory Report. Save the form as **Navigation Form – Green Clean**.

**Question 4 of 25**

Open the Customers Form and modify the background color of the Form Header and Detail section to be Red, Accent 2, Lighter 40%. Save changes and close the form.

**Question 5 of 25**

Open the Employees Report and modify the page numbers to be “Page N of M” format, in the left footer section. Save and close the report.

**Question 6 of 25**

 Backup the database and save it as Green Clean – Backup.

**Question 7 of 25**

 Rename the Customers table to be Clients.

**Question 8 of 25**

Create a Report from the Inventory table to include the InvNumber and Price fields. Use the Columnar layout, in landscape view. Name the Report Green Clean Inventory.

**Question 9 of 25**

Filter the Employees table to only show employees with Employment Dates in September. Save the database.

**Question 10 of 25**

Using Application Parts, create an Issues table with forms. The relationship is one client to many issues. Use the City field from the Clients table, and sort it in descending order. Name the lookup column “Results”. (If this worked properly, you will see 2 new forms – IssueDetail and IssueNew and one new table - Issues.)

**Question 11 of 25**

Hide the Report Margins in the Supplier Report. Save your changes and close the Report.

**Question 12 of 25**

Change the data type of the Description field in the Inventory table so it can hold more than 255 characters. Save your change and close the table.

**Question 13 of 25**

Open the Employees Report and sort by Employment Date from newest to oldest. Save and close the report.

**Question 14 of 25**

Create a query from the Employees table, listing all employees (first name and last name) that started working with Green Clean after June 1, 2008. Save the query as “Employees Since 2008” and close the query.

**Question 15 of 25**

Create a query from the Inventory table, using the Price field only, to show the sum of all products in the Inventory table. If done correctly, your sum should be $4,128.10. Save the query as Sum of Products and close.

**Question 16 of 25**

Create a query from the Inventory table, using the InvNumber and Price fields. Create 2 new fields to calculate Tax (7.5% of Price) and Total (Price + Tax). Save the query as Total Prices and close.

**Question 17 of 25**

Change the default font size of this datasheet to be 12 with a medium weight.

**Question 18 of 25**

Change the title of the Suppliers Report to be “Green Clean Suppliers” and the font size to 22. Save and close the report.

**Question 19 of 25**

Open the “Employees Since 2008” query and hide the First Name column. Resave and close the query.

**Question 20 of 25**

Auto order the tab order in the Employees Form. Resave and close the form.

**Question 21 of 25**

Open the Green Clean Inventory Report and change the report margins to wide. Resave and close the report.

**Question 22 of 25**

Rearrange the fields in the “Employees since 2008” query so the Employment date is listed first. Resave and close the query.

**Question 23 of 25**

Import the Departments table from the Imports Database (found in the shared folder).

**Question 24 of 25**

Create a query from the Clients table, using the CustNumber field, to display the number of clients. Save the query as Number of Clients and close.

**Question 25 of 25**

Save the Employees report as a PDF file in your Access folder.