

NAME: _____

Database Skills: (2.2 d, 2.3 k)

Create a database – one table – at least 10 records

Define a primary key

Create queries:

Sorting a field into ascending or descending order	
Single criteria search	
Double criteria search	
Search for records using operators i.e. more than > or less than < =, AND, NOT, OR etc	
Wildcard search i.e. * or ?	
Input Form	
Reports	
Calculations or functions	
Import spread sheet data	
Logo copied into the Input form	