

## CAOT 141--Database/Access 2 Competencies

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- ❖ Reports
  - Plan, create and edit reports
  - Use different report views
  - Add grouping levels
  - Use Report Wizard
  - Format reports
- ❖ Analysis
  - Create PivotTable view
  - Calculate summary statistics
  - Modify PivotTable
  - Create and modify PivotCharts
  - Create calculations in PivotTables
- ❖ Data Validity
  - Establish field properties
  - Create and test validation rules
  - Create/modify lookup fields
  - Create/edit input masks
  - Use form tools and controls
  - Create various forms
  - Customize forms