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| **Beginning Microsoft Access 2013 Skill Test** | | |
| **Step** | **Instruction** | **Points** |
|  | Download and open the sample database:  Beginning Access Skill Test.accdb | 0 |
| 1 | **Create a Form with the Form Wizard**  Use tblCustomers as the Record Source.  Select all available Fields for the Form.  Select the Columnar Layout.  Name the Title Customers. Finish the Wizard | 10 |
| 2 | **Open the Customers Form in Design View**  In the Form Header use the Property Sheet to edit the position of the Label: Left 1.25" and Top 0.25".  Format the Label Font: 48pt, White, Bold.  Resize the Label to fit if needed. | 15 |
| 3 | **Add the image Lunch4.gif to the Header**  Resize the image: Width 1” and Height 1”.  Format the color of the Header with a Shape Fill Color: Dark Blue 2. | 15 |
| 4 | **Format ALL the Form Controls & Labels** (except the Header Label)  Change the Width to 2.5" and the Height to 0.25" | 5 |
| 5 | **Resize each of the Labels so that they are as wide as the text**  Move the Controls next to the Labels, with minimal space between.  Move the Controls and their Labels:  Place Company below Last Name  Place Phone below Company | 15 |
| 6 | Select the Form and change the **Tab Order** to Auto Order | 10 |
| 7 | Select the Form and set the **Cycle Properties** to Current Record. | 10 |
| 8 | Format the Form with a **Quick Style**: Pushpin or a Quick Style of your choice | 10 |
| 9 | Save the Customers Form and test the Form in **Normal View** | 10 |
| 10 | Close the Beginning Access Skill Test.accdb.  Please submit the Beginning Access Skill Test.accdb to your instructor |  |
| 0 |
|  | **Total Points** | **100** |