

Skills measured

This exam measures your ability to accomplish the technical tasks listed below.

Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.

Manage the Access environment

- Create and manage a database
 - Use Save Object As, Open, Save and Publish, Compact and Repair Database, and Encrypt with Password commands, create a database from a template, and set Access options
- Configure the Navigation pane
 - Rename objects, delete objects, and set Navigation options
- Apply Application Parts
 - Use Blank Forms, Quick Start, and user templates

Build tables

- Create tables
 - Create tables in Design view
- Create and modify fields
 - Insert a field, delete a field, rename a field, Hide or Unhide fields, Freeze or Unfreeze fields, modify data types, modify the field description, and modify field properties
- Sort and filter records
 - Use Find, Sort, and Filter commands
- Set relationships
 - Define Primary Keys, use Primary Keys to create Relationships, and edit Relationships
- Enter and format text
 - Use text effects; change the indentation, alignment, line spacing, and direction of text; change the formatting of bulleted and numbered lists; enter text in a placeholder text box; convert text to SmartArt; copy and paste text; use Paste Special, and use Format Painter
- Import data from a single data file
 - Import source data into a new table, append records to an existing table, and import data as a linked table

Build forms

- Create forms
 - Use the Form Wizard, create a blank form, use Form Design tools, and create Navigation forms
- Apply Form Design Tab options

- Use the Themes, Controls, Header/Footer, and Tools groups
- Apply Form Arrange Tab options
 - Use the Table, Move, and Position groups
- Apply Form Format Tab options
 - Use the Background and Control Formatting groups

Create and manage queries

- Construct queries
 - Use Select, Make Table, Append, and Crosstab query types
- Manage source tables and relationships
 - Use the Show Table and Remove Table commands, and create ad hoc relationships
- Manipulate fields
 - Add, remove, and rearrange fields, and use Sort and Show options
- Calculate totals
 - Use the Total row, and use Group By
- Generate calculated fields
 - Perform calculations, use the Zoom box, and use Expression Builder

Design reports

- Create reports
 - Create a blank report, use Report Design tools, and use the Report Wizard
- Apply Report Design Tab options
 - Use the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups
- Apply Report Arrange Tab options
 - Use the Table, Move, Position, and Sizing & Ordering groups
- Apply Report Format Tab options
 - Add color, background images, and conditional formatting
- Apply Report Page Setup Tab options
 - This objective may include, but is not limited to, using the Page Size and Page Layout groups
- Sort and filter records for reporting
 - Use the Find, Sort, and Filter commands, and use view types