

Appendix A

Microsoft Office Specialist exam objectives map

This appendix covers this additional topic:

- ▲ Access 2003 Specialist exam objectives with references to corresponding coverage in Course ILT courseware.

Topic A: Comprehensive exam objectives

Explanation

The following table lists all Access 2003 Specialist exam objectives and provides references to the conceptual material and activities that teach each objective.

Objective number	Objective	Course level	Conceptual information	Supporting activities
AC03S-1-1	Creating databases using Database Wizard	Basic	Unit 2, Topic A, p 4	A-2
AC03S-1-1	Creating blank databases	Basic	Unit 2, Topic A, p 7	A-3
AC03S-1-2	Creating tables using Table Wizard	Basic	Unit 2, Topic C, pp 16-17	C-1
AC03S-1-2	Modifying table properties or structure	Basic	Unit 2, Topic C, p 22 Unit 3, Topic A, pp 2-6	C-3 A-1, A-2, A-3
AC03S-1-3	Creating Lookup fields	Intermediate	Unit 2, Topic A, p 2-3	A-1
AC03S-1-3	Changing field types	Basic	Unit 2, Topic C, p 22 Unit 3, Topic A, p 4	C-3 A-2
AC03S-1-4	Changing field properties to display input masks	Basic	Unit 4, Topic B, p 9	B-1, B-2
AC03S-1-4	Modifying field properties for tables in Table Design view	Basic	Unit 4, Topic A, pp 2-7	A-1, A-2, A-3, A-4
AC03S-1-5	Creating and modifying one-to-many relationship	Intermediate	Unit 1, Topic B, p 10 Unit 1, Topic C, p 17	B-2 C-3
AC03S-1-6	Enforcing referential integrity in a one-to-many relationship	Intermediate	Unit 1, Topic C, pp 16-19	C-2, C-3, C-4, C-5
AC03S-1-7	Creating and modifying Select queries using the Simple Query Wizard	Basic	Unit 5, Topic A, p 4	A-2
AC03S-1-7	Creating and modifying Crosstab, unmatched and duplicates queries	Advanced	Unit 2, Topic A, pp 2-4	A-1, A-2
AC03S-1-8	Creating forms using the Form Wizard	Basic	Unit 6, Topic B, p 9	B-1
AC03S-1-8	Creating auto forms	Basic	Unit 6, Topic A, p 5	A-2
AC03S-1-9	Modifying form properties	Basic	Unit 6, Topic C, p 17	C-4
AC03S-1-9	Modifying specific form controls (e.g., text boxes, labels, bound controls)	Basic Intermediate	Unit 6, Topic C, p 14 Unit 2, Topic B, p 8 Unit 4, Topic A, p 2 Unit 4, Topic B, pp 6-8 Unit 4, Topic D, pp 14-17	C-2 B-2 A-1 B-1, B-2 D-2, D-3
AC03S-1-10	Creating reports	Basic	Unit 7, Topic A, pp 5-13	A-2, A-3, A-4, A-5

Objective number	Objective	Course level	Conceptual information	Supporting activities
AC03S-1-11	Adding calculated controls to a report section	Intermediate	Unit 5, Topic B, pp 14-16	B-1, B-2
AC03S-1-12	Creating data access pages using the Page Wizard	Intermediate	Unit 8, Topic B, pp 11-12	B-2
AC03S-2-1	Entering records into a datasheet	Basic	Unit 2, Topic B, p 10 Unit 2, Topic C, p 26	B-2 C-6
AC03S-2-2	Using navigation controls to move among records	Basic	Unit 2, Topic B, p 12	B-3
AC03S-2-3	Importing structured data into tables	Advanced	Unit 4, Topic D, pp 17-18 Unit 5, Topic A, pp 2-4 Unit 5, Topic C, p 9 Unit 5, Topic E, p 19	D-1 A-1, A-2 C-1 E-1
AC03S-3-1	Adding calculated fields to queries in Query Design view	Basic	Unit 5, Topic C, pp 21-22	C-5, C-6
		Intermediate	Unit 3, Topic B, pp 14, 17-18	B-1, B-3
AC03S-3-1	Using aggregate functions in queries (e.g., AVG, COUNT)	Basic	Unit 5, Topic C, p 24	C-7
		Intermediate	Unit 3, Topic C, p 19	C-1
AC03S-3-2	Aligning and spacing controls	Intermediate	Unit 4, Topic C, p 12	C-2
AC03S-3-2	Showing and hiding headers and footers	Basic	Unit 6, Topic C, pp 12-13	C-1
AC03S-3-3	Aligning, resizing and spacing controls	Basic	Unit 7, Topic B, p 15	B-1
		Intermediate	Unit 5, Topic A, p 4 Unit 5, Topic B, p 14	A-2 B-1
AC03S-3-3	Changing margins and page orientation	Basic	Unit 7, Topic B, pp 23-24	B-5
		Intermediate	Unit 5, Topic C, p 19	C-2
AC03S-3-4	Formatting a table or query for display	Intermediate	Unit 3, Topic B, p 16	B-2
AC03S-3-5	Sorting records in tables, queries, forms and reports	Basic	Unit 3, Topic C, pp 12-14 Unit 5, Topic A, p 10 Unit 6, Topic D, p 24 Unit 7, Topic B, p 18	C-1, C-2 A-5 D-2 B-2
AC03S-3-6	Filtering datasheets by form	Basic	Unit 3, Topic C, p 17 Unit 6, Topic D, p 25	C-4 D-3
AC03S-3-6	Filtering datasheets by selection	Basic	Unit 3, Topic C, p 16	C-3
AC03S-4-1	Identifying object dependencies	Advanced	Unit 5, Topic D, pp 14-16	D-1, D-2
AC03S-4-2	Previewing for print	Basic	Unit 7, Topic A, pp 2-3 Unit 7, Topic B, p 15	A-1 B-1

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<i>Objective number</i>	Objective	Course level	Conceptual information	Supporting activities
AC03S-4-2	Using datasheet, PivotChart, Web page and layout views	Basic	Unit 2, Topic B, pp 10-12 Unit 2, Topic C, pp 20-21 Unit 7, Topic B, pp 23-24	B-2, B-3 C-2 B-5
		Intermediate	Unit 7, Topic C, pp 10-11 Unit 8, Topic B, pp 6-7, 17-18	C-1 B-1, B-4
AC03S-4-3	Printing database objects and data	Basic	Unit 7, Topic B, p 28	B-7
AC03S-4-4	Exporting data from Access (e.g., Excel)	Advanced	Unit 4, Topic D, p 20	D-2
AC03S-4-5	Backing up a database	Advanced	Unit 6, Topic A, p 11	A-5
AC03S-4-6	Using Compact and Repair	Advanced	Unit 6, Topic A, p 10	A-4