

# Access 2007

## Microsoft Certified Application Specialist Exam Objectives Map

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This document lists all Microsoft Certified Application Specialist exam objectives for Access 2007 (Exam 77-605) and provides references to corresponding coverage in ILT Series courseware.

### 1 Structuring a database

Objective	Course level	Conceptual information	Supporting activities
<b>1.1 Define data types and needs</b>			
1.1.1 Define table fields			
• Establish which data needs to be stored and which should be calculated at run time	Basic	Unit 2, Topic A	A-1
• Identify fields appropriate for Boolean operators	Basic	Unit 2, Topic C	C-3
1.1.2 Define appropriate table field data types for fields in each table			
• Select a text or number field for the appropriate situation	Basic	Unit 2, Topic C	C-3
• Select the correct number type	Basic	Unit 2, Topic C	C-3
• Determine when to use currency versus number	Basic	Unit 2, Topic C	C-3
• Determine when to use a memo field	Basic	Unit 2, Topic C	C-3
• Multi-value fields	Basic Intermediate	Unit 2, Topic C Unit 2, Topic A	C-3 A-1, B-2
1.1.3 Define tables in databases			
• Define tables based on available data	Intermediate	Unit 1, Topic A	A-2
• Define 3NF tables	Intermediate	Unit 1, Topic A	A-2
• Decide whether data should be linked or imported from external sources	Advanced	Unit 5, Topic A Unit 5, Topic D	A-1 D-1
• Create tables that do not contain repeating groups	Intermediate	Unit 1, Topic A	A-1
<b>1.2 Define and print table relationships</b>			
1.2.1 Create relationships			
• One to one	Intermediate	Unit 1, Topic B	B-1
• One to many	Intermediate	Unit 1, Topic B	B-2
1.2.2 Modify relationships			
• Enforce referential integrity	Intermediate	Unit 1, Topic C	C-1 through C-5
• Cascade update	Intermediate	Unit 1, Topic C	C-5
• Cascade delete	Intermediate	Unit 1, Topic C	C-3, C-4
• Define join type (Not ad-hoc joins created in the query editor)	Intermediate	Unit 1, Topic B	B-1, B-2, B-3

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<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
1.2.3 Print table relationships	Intermediate	Unit 1, Topic B	B-4
<b>1.3 Add, set, change or remove primary keys</b>			
1.3.1 Define and modify primary keys			
• Default AutoNumber key	Basic	Unit 2, Topic C	C-4
• Define a data field as the primary key	Basic	Unit 2, Topic C	C-4
1.3.2 Define and modify multi-field primary keys	Basic	Unit 2, Topic C	C-8
<b>1.4 Split databases</b>			
• To overcome size restrictions	Advanced	Unit 6, Topic A	A-3
• For multi-user applications	Advanced	Unit 6, Topic A	A-3

## 2 Creating and Formatting Database Elements

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
<b>2.1 Create databases</b>			
2.1.1 Create databases using templates	Basic	Unit 2, Topic A	A-2
2.1.2 Create blank databases	Basic	Unit 2, Topic A	A-3
<b>2.2 Create tables</b>			
2.2.1 Create custom tables in Design view	Basic	Unit 2, Topic C	C-2
2.2.2 Create tables by copying the structure of other tables	Basic	Unit 2, Topic C	C-7
2.2.3 Create tables from templates	Basic	Unit 2, Topic C	C-1
<b>2.3 Modify tables</b>			
2.3.1 Modify table properties	Intermediate	Unit 2, Topic C	C-1
2.3.2 Evaluate table design using the Table Analyzer	Intermediate	Unit 1, Topic A	A-3
2.3.3 Rename tables	Basic	Unit 2, Topic C	C-7
2.3.4 Delete tables	Basic	Unit 2, Topic C	C-7
2.3.5 Summarize table data by adding a Total row	Basic	Unit 3, Topic A	A-5
<b>2.4 Create fields and modify field properties</b>			
2.4.1 Create commonly used fields			
• Text fields	Basic	Unit 2, Topic C	C-3
• Number fields	Basic	Unit 2, Topic C	C-3
• Date/Time fields	Basic	Unit 2, Topic C	C-3

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
2.4.1 Create commonly used fields (continued)			
• Currency fields	Basic	Unit 2, Topic C	C-3
• AutoNumber fields	Basic	Unit 2, Topic C	C-3
• Yes/No fields	Basic	Unit 2, Topic C	C-3
• Memo fields	Basic	Unit 2, Topic C	C-3
2.4.2 Modify field properties			
• Define input masks for fields	Basic	Unit 4, Topic B	B-1, B-2
• Define text length	Basic	Unit 4, Topic A	A-3
• Allow zero length	Basic	Unit 4, Topic A	A-2
• Set memo fields to append only	Basic	Unit 4, Topic A	A-4
• Set data validation rules	Basic	Unit 4, Topic A Unit 4, Topic C	A-1 C-2, C-3
• Enter captions	Basic	Unit 4, Topic A	A-2
2.4.3 Create and modify multivalued fields	Intermediate	Unit 2, Topic A Unit 2, Topic B	A-1 B-1
• NOTE: Issue with upsizing; could cause problems	Intermediate	Unit 2, Topic A	A-1
2.4.4 Create and modify attachment fields			
• Multiple attachments	Basic	Unit 3, Topic A	A-3
• Assign attachment data type to a field	Basic	Unit 3, Topic A	A-3
<b>2.5 Create forms</b>			
2.5.1 Create forms using Design view	Basic	Unit 6, Topic B	B-1
2.5.2 Create datasheet forms	Intermediate	Unit 4, Topic E	E-3
2.5.3 Create multiple item forms	Intermediate	Unit 4, Topic E	E-1
2.5.4 Create split forms	Intermediate	Unit 4, Topic E	E-2
2.5.5 Create subforms	Intermediate	Unit 4, Topic E	E-3
2.5.6 Create PivotTable forms	Intermediate	Unit 4, Topic D	D-1
2.5.7 Create forms using Layout view	Basic	Unit 6, Topic A	A-2
2.5.8 Create simple forms	Basic	Unit 6, Topic A	A-2, A-3
<b>2.6 Create reports</b>			
2.6.1 Create reports as a simple report	Basic	Unit 7, Topic A	A-2
2.6.2 Create reports using the Report Wizard	Basic	Unit 7, Topic A	A-3
2.6.3 Create reports using Design view	Basic	Unit 7, Topic A	A-4
2.6.4 Define group headers	Intermediate	Unit 5, Topic A	A-5

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
2.6.5 Create aggregate fields	Basic	Unit 7, Topic B	B-4
2.6.6 Set the print layout			
• Avoid excess pages, etc., basic print and layout skills	Basic Intermediate	Unit 7, Topic B Unit 5, Topic A	B-1, B-2, B-5 A-6
• Keep data together in a printed report	Intermediate	Unit 5, Topic A	A-4, A-5
• Design and arrange a report in Layout view	Basic	Unit 7, Topic B	B-2
2.6.7 Create labels using the Label Wizard	Intermediate	Unit 5, Topic D	D-1
<b>2.7 Modify the design of reports and forms</b>			
2.7.1 Add controls			
• Add fields from tables as controls	Basic	Unit 6, Topic B	B-2
• Add controls using the Ribbon	Intermediate	Unit 4, Topic A Unit 4, Topic B Unit 4, Topic C	A-1 B-1 C-1
2.7.2 Bind controls to the fields	Intermediate	Unit 4, Topic C	C-1
2.7.3 Define the tab order of controls	Intermediate	Unit 4, Topic A	A-2
2.7.4 Format controls			
• Change control formatting (for example, number to currency)	Intermediate	Unit 4, Topic C	C-1
• Change font color	Basic	Unit 6, Topic B	B-3
• Change foreground color	Basic	Unit 6, Topic B	B-3
2.7.5 Arrange controls			
• Group and ungroup controls	Intermediate	Unit 4, Topic A	A-3
• Align controls	Intermediate	Unit 4, Topic C	C-2
• Anchor controls	Basic	Unit 6, Topic B	B-2
2.7.6 Apply and change conditional formatting on controls	Basic Intermediate	Unit 6, Topic B Unit 5, Topic A	B-4 A-3
2.7.7 Apply AutoFormats to forms and reports	Basic	Unit 6, Topic B	B-3

### 3 Entering and Modifying Data

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
<b>3.1 Enter, edit, and delete records</b>			
• Edit records	Basic	Unit 2, Topic C	C-6
• Delete records	Basic	Unit 3, Topic C	C-7
<b>3.2 Navigate among records</b>			
• Move to a specific record	Basic	Unit 2, Topic B	B-3
• Move to the first or last record	Basic	Unit 2, Topic B	B-3
<b>3.3 Find and replace data</b>			
• Find using criteria	Basic	Unit 3, Topic B	B-1
• Find using wildcards	Basic	Unit 3, Topic B	B-1
• Replace data	Basic	Unit 3, Topic B	B-1
<b>3.4 Attach documents to and detach from records</b>			
• Attach multiple attachments to records	Basic	Unit 3, Topic A	A-4
• Attach files to records	Basic	Unit 3, Topic A	A-4
• Detach attachments from records	Basic	Unit 3, Topic A	A-4
• Export attachments	Basic	Unit 3, Topic A	A-4
• Navigate attachments	Basic	Unit 3, Topic A	A-4
<b>3.5 Import data</b>			
<b>3.5.1 Import data from a specific source</b>			
• Import Microsoft Excel data	Advanced	Unit 5, Topic A	A-2
• Import CSV data	Advanced	Unit 5, Topic A	A-4
<b>3.5.2 Link to external data sources</b>			
• Link to Excel spreadsheets	Advanced	Unit 5, Topic D	D-3
<b>3.5.3 Save and run import specifications</b>	Advanced	Unit 5, Topic A	A-3

## 4 Creating and modifying queries

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
<b>4.1 Create queries</b>			
4.1.1 Create queries based on single tables			
• Add fields to queries	Basic	Unit 5, Topic A	A-2, A-3, B-2
• Add all fields from a table to a query	Basic	Unit 5, Topic A	A-2, A-3
• Find duplicates	Intermediate	Unit 3, A-7	
4.1.2 Create queries based on more than one table			
• Identify which table to draw a field from when two tables have fields with the same name	Intermediate	Unit 3, Topic B	B-1
• Find unmatched records	Intermediate	Unit 3, Topic A	A-6
4.1.3 Create action queries			
• MAKE TABLE	Advanced	Unit 2, Topic C	C-4
• INSERT	Advanced	Unit 2, Topic C	C-3
• APPEND	Advanced	Unit 2, Topic C	C-1
• DELETE	Advanced	Unit 2, Topic C	C-2
4.1.4 Create crosstab queries	Advanced	Unit 2, Topic A	A-1, A-2
4.1.5 Create subqueries	Advanced	Unit 1, Topic B	B-5
4.1.6 Save filters as queries	Basic	Unit 5, Topic A	A-7
<b>4.2 Modify queries</b>			
4.2.1 Add tables to and remove tables from queries			
• Add tables to queries	Basic	Unit 5, Topic A	A-2, A-3
• Remove tables from queries	Intermediate	Unit 3, Topic A	A-8
• Add a second copy of a table to a query	Intermediate	Unit 3, Topic A	A-5
4.2.2 Add criteria to queries			
• Hard-coded criteria	Basic	Unit 5, Topic A	A-6, B-2, B-3
• Parameters	Advanced	Unit 2, Topic B	B-1, B-2, B-3
4.2.3 Create joins			
• INNER (Join Properties dialog box: option 1)	Intermediate	Unit 3, Topic A	A-1, A-2
• LEFT (Join Properties dialog box: option 2)	Intermediate	Unit 3, Topic A	A-3
• RIGHT (Join Properties dialog box: option 3)	Intermediate	Unit 3, Topic A	A-4
4.2.4 Create calculated fields in queries			
• Add fields to calculations	Intermediate	Unit 3, Topic B	B-1, B-3
• Use arithmetic operators (ex. *,+,-)	Basic Intermediate	Unit 5, Topic C Unit 3, Topic B	C-5 B-3

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
4.2.5 Add aliases to query fields	Advanced	Unit 1, Topic B	B-3
4.2.6 Create sum, average, min/max, and count queries			
• Sum queries	Basic	Unit 5, Topic C	C-6
• Average queries	Basic	Unit 5, Topic C	C-7
• Min/max queries	Basic	Unit 5, Topic C	C-8
• Count queries	Basic	Unit 5, Topic C	C-7

## 5 Presenting and Sharing Data

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
<b>5.1 Sort data</b>			
5.1.1 Sort data within tables	Basic	Unit 3, Topic C	C-1, C-2
5.1.2 Sort data within queries	Basic	Unit 5, Topic A	A-5
5.1.3 Sort data within reports	Basic	Unit 7, Topic B	B-3
5.1.4 Sort data within forms	Basic	Unit 6, Topic C	C-1
<b>5.2 Filter data</b>			
5.2.1 Filter data within tables	Basic	Unit 3, Topic C	C-3, C-4, C-5
5.2.2 Filter data within queries	Basic	Unit 5, Topic A	A-6
5.2.3 Filter data within reports	Basic	Unit 7, Topic B	B-3
5.2.4 Filter data within forms	Basic	Unit6, Topic C	C-2
5.2.5 Remove filters	Basic	Unit 3, Topic C	C-3
<b>5.3 Create and modify charts</b>			
5.3.1 Create charts	Intermediate	Unit 6, Topic A Unit 6, Topic B	A-1 B-1
5.3.2 Format charts	Intermediate	Unit 6, Topic A Unit 6, Topic B	A-2 B-2
5.3.3 Change chart types	Intermediate	Unit 6, Topic A Unit 6, Topic B	A-2 B-2
<b>5.4 Export data</b>			
5.4.1 Export data from tables	Advanced	Unit 5, Topic B	B-1
5.4.2 Export data from queries	Advanced	Unit 5, Topic B	B-1
5.4.3 Save and run export specifications	Advanced	Unit 5, Topic B	B-2

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
<b>5.5 Save database objects as other file types</b>			
• Save as an XPS file	Advanced	Unit 5, Topic C	C-3
<b>5.6 Print database objects</b>			
• Print all	Intermediate	Unit 5, Topic C	C-1
• Print selections	Intermediate	Unit 5, Topic C	C-1

## 6 Managing and Maintaining Databases

<b>Objective</b>	<b>Course level</b>	<b>Conceptual information</b>	<b>Supporting activities</b>
<b>6.1 Perform routine database operations</b>			
<b>6.1.1 Open databases</b>			
• Exclusively	Advanced	Unit 6, Topic B	B-1
• With shared access	Basic	Unit 1, Topic B	B-2
<b>6.1.2 Back up databases</b>	Advanced	Unit 6, Topic A	A-5
<b>6.1.3 Compact and repair databases</b>	Advanced	Unit 6, Topic A	A-4
<b>6.1.4 Save databases as a previous version</b>	Advanced	Unit 6, Topic A	A-1
<b>6.2 Manage databases</b>			
<b>6.2.1 Encrypt databases using passwords</b>	Advanced	Unit 6, Topic B	B-1
<b>6.2.2 Configure database options</b>			
• Enable error checking	Advanced	Unit 6, Topic C	C-1
• Show/Hide navigation pane	Advanced	Unit 6, Topic C	C-1
• Set up startup display form	Advanced	Unit 6, Topic C	C-1
<b>6.2.3 Set database properties</b>			
• Populate a property	Advanced	Unit 6, Topic C	C-2
• Create a custom property	Advanced	Unit 6, Topic C	C-2
<b>6.2.4 Identify object dependencies</b>	Intermediate	Unit 1, Topic A	A-4
<b>6.2.4.1 Advanced tools tab</b>	Intermediate	Unit 1, Topic A	A-4
<b>6.2.5 Print database information using the Database Documenter</b>	Intermediate	Unit 5, Topic C	C-2
<b>6.2.6 Reset or refresh links using the Linked Table Manager</b>	Advanced	Unit 5, Topic D	D-2