

A p p e n d i x A

Microsoft Office Specialist exam objectives

This appendix covers these additional topics:

- A Microsoft Office Specialist exam objectives for Access 2010 with references to corresponding coverage in ILT Series courseware.

Topic A: Exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Access 2010 (Exam 77-885) and indicates where each objective is covered in conceptual explanations, activities, or both.

1 Managing the Access Environment

Objective	Course level	Conceptual information	Supporting activities
1.1 Create and Manage a database			
1.1.1 Use Save Object As	Basic	Unit 2, Topic C	C-5
1.1.2 Use Open	Basic	Unit 1, Topic B	B-2
1.1.3 Use Save and Publish	Advanced	Unit 5, Topic C	C-3
1.1.4 Use Compact & Repair Database	Advanced	Unit 6, Topic A	A-4
1.1.5 Use Encrypt with Password commands	Advanced	Unit 6, Topic B	B-1, B-2
1.1.6 Create a database from a template	Basic	Unit 2, Topic A	A-2
1.1.7 Set Access options	Advanced	Unit 6, Topic C	C-1
1.2 Configure the Navigation Pane			
1.2.1 Rename objects	Basic	Unit 2, Topic C	C-7
1.2.2 Delete objects	Basic	Unit 2, Topic C	C-7
1.2.3 Set Navigation options	Basic	Unit 1, Topic B	B-3
1.3 Apply Application Parts			
1.3.1 Use Blank Forms	Basic	Unit 6, Topic A	A-2
1.3.2 Use Quick Start	Basic	Unit 2, Topic C	C-1
1.3.3 Use user templates	Basic	Unit 2, Topic A	A-3

2 Building Tables

Objective	Course level	Conceptual information	Supporting activities
2.1 Create Tables			
2.1.1 Create tables in Design View	Basic	Unit 2, Topic C	C-2
2.2 Create and Modify fields			
2.2.1 Insert a field	Basic	Unit 2, Topic C Unit 3, Topic A	C-3 A-2
2.2.2 Delete a field	Basic	Unit 3, Topic A	A-3
2.2.3 Rename a field	Basic	Unit 3, Topic A	A-1
2.2.4 Hide or Unhide fields	Basic	Unit 3, Topic B	B-3
2.2.5 Freeze or Unfreeze fields	Basic	Unit 3, Topic B	B-3
2.2.6 Modify data types	Basic	Unit 2, Topic C	C-3
2.2.7 Modify the field description	Basic	Unit 2, Topic C	C-3
2.2.8 Modify field properties	Basic Intermediate	Unit 2, Topic C Unit 2, Topic B	C-2 B-2
2.3 Sort and filter records			
2.3.1 Use Find	Basic	Unit 3, Topic B	B-1
2.3.2 Use Sort	Basic	Unit 3, Topic C	C-1, C-2
2.3.3 Use Filter commands	Basic	Unit 3, Topic C	C-3, C-4, C-5
2.4 Set relationships			
2.4.1 Define Primary Keys	Basic	Unit 2, Topic C	C-4
2.4.2 Use Primary Keys to create Relationships	Intermediate	Unit 1, Topic B	B-1, B-2
2.4.3 Edit Relationships	Intermediate	Unit 1, Topic B Unit 1, Topic C	B-1 C-2, C-3
2.5 Import data from a single data file			
2.5.1 Import source data into a new table	Advanced	Unit 5, Topic A	A-1
2.5.2 Append records to an existing table	Advanced	Unit 5, Topic A	A-2
2.5.3 Import data as a linked table	Advanced	Unit 5, Topic D	D-1, D-2, D-3

3 Building Forms

Objective	Course level	Conceptual information	Supporting activities
3.1 Create forms			
3.1.1 Use the Form Wizard	Basic	Unit 6, Topic A	A-3
3.1.2 Create a Blank Form	Basic	Unit 6, Topic A	A-2
3.1.3 Use Form Design Tools	Basic	Unit 6, Topic A Unit 6, Topic B	A-1 B-1
3.1.4 Create Navigation forms	Intermediate	Unit 4, Topic E	E-5
3.2 Apply Form Design options			
3.2.1 Apply a Theme	Basic	Unit 6, Topic B	B-3
3.2.2 Add bound controls	Basic	Unit 6, Topic A Unit 6, Topic B	A-3 B-2
3.2.2.1 Text box	Basic	Unit 6, Topic B	B-2
3.2.2.2 Drop down	Intermediate	Unit 4, Topic D	D-1
3.2.3 Format Header/Footer	Basic	Unit 6, Topic B	B-1, B-2
3.2.4 View Code	Advanced	Unit 4, Topic B	B-2
3.2.5 Convert Macros to Visual Basic	Advanced	Unit 4, Topic B	B-2
3.2.6 View Property Sheet	Basic	Unit 6, Topic B	B-3
3.2.7 Add Existing Fields	Basic	Unit 6, Topic A Unit 6, Topic B	A-1 B-1
3.3 Apply Form Arrange Options			
3.3.1 Use the Table functions			
3.3.1.1 Insert	Intermediate	Unit 4, Topic A	A-4
3.3.1.2 Merge	Intermediate	Unit 4, Topic A	A-4
3.3.1.3 Split	Intermediate	Unit 4, Topic A	A-4
3.3.2 Move Table	Intermediate	Unit 4, Topic A	A-4
3.3.3 Reposition/Format controls			
3.3.3.1 Anchor	Basic	Unit 6, Topic B	B-2
3.3.3.2 Padding	Intermediate	Unit 4, Topic A	A-4
3.3.3.3 Margins	Intermediate	Unit 4, Topic A	A-4

Objective	Course level	Conceptual information	Supporting activities
3.4 Apply Form Format options			
3.4.1 Reformat Font in form	Basic	Unit 6, Topic B	B-2
3.4.2 Apply background image to form	Intermediate	Unit 4, Topic B	B-3
3.4.3 Apply Quick Style to controls in form	Advanced	Unit 1, Topic C	C-1
3.4.4 Apply condition formatting in form	Basic	Unit 6, Topic B	B-4

4 Creating and Managing Queries

Objective	Course level	Conceptual information	Supporting activities
4.1 Construct queries			
4.1.1 Create Select query	Basic	Unit 5, Topic A	A-2, A-3
	Advanced	Unit 1, Topic A	A-1
4.1.2 Create Make Table query	Advanced	Unit 2, Topic C	C-4
4.1.3 Create Append query	Advanced	Unit 2, Topic C	C-1
4.1.4 Create Crosstab query	Advanced	Unit 2, Topic A	A-1, A-2
4.2 Manage source tables and relationships			
4.2.1 Use the Show Table command	Basic	Unit 5, Topic A	A-3
	Intermediate	Unit 1, Topic B	B-1
4.2.2 Use the Remove Table command	Intermediate	Unit 3, Topic A	A-8
4.2.3 Create ad hoc relationships	Intermediate	Unit 3, Topic A	A-2
4.3 Manipulate fields			
4.3.1 Add field	Basic	Unit 5, Topic A	A-2, A-3
4.3.2 Remove field	Basic	Unit 5, Topic B	B-2
4.3.3 Rearrange fields	Basic	Unit 5, Topic B	B-2
4.3.4 Use Sort and Show options	Basic	Unit 5, Topic A Unit 5, Topic B	A-5 B-2

Objective	Course level	Conceptual information	Supporting activities
4.4 Calculate totals			
4.4.1 Use the Total row	Basic	Unit , Topic	
4.4.2 Use Group by	Basic	Unit , Topic	
4.5 Generate calculated fields			
4.5.1 Perform calculations	Intermediate	Unit 3, Topic B	B-1, B-3
4.5.2 Use the Zoom box	Intermediate	Unit 3, Topic B	B-1
4.5.3 Use Expression Builder	Intermediate	Unit 3, Topic B	B-3

5 Designing Reports

Objective	Course level	Conceptual information	Supporting activities
5.1 Create reports			
5.1.1 Create a Blank Report	Basic	Unit 7, Topic A	A-2
5.1.2 Use Report Design Tools	Basic	Unit 7, Topic A	A-4
5.1.3 Use the Report Wizard	Basic	Unit 7, Topic A	A-3
5.2 Apply Report Design options			
5.2.1 Apply a Theme	Basic	Unit 7, Topic B	B-2
5.2.2 Add calculated controls			
5.2.2.1 Total report records	Basic	Unit 7, Topic B	B-3, B-4
	Intermediate	Unit 5, Topic A	A-2
5.2.2.2 Group report records	Basic	Unit 7, Topic B	B-3
5.2.3 Add bound/unbound controls			
5.2.3.1 Text box	Basic	Unit 7, Topic A	A-4
	Intermediate	Unit 5, Topic B	B-1
5.2.3.2 Hyperlink	Advanced	Unit 5, Topic E	E-1, E-2
5.2.3.3 Drop down	Basic	Unit 7, Topic A	A-4
5.2.3.4 Graph	Intermediate	Unit 6, Topic B	B-1
5.2.3.5 Insert page break	Intermediate	Unit 5, Topic A	A-6

Objective	Course level	Conceptual information	Supporting activities
5.2.4	Header/Footer		
5.2.4.1	Basic	Unit 7, Topic A	A-4
5.2.4.2	Intermediate	Unit 5, Topic A	A-1
5.2.5	Intermediate	Unit 4, Topic A	A-2
5.3	Apply Report Arrange option		
5.3.1	Use the Table functions		
5.3.1.1	Intermediate	Unit 4, Topic A	A-4
5.3.1.2	Intermediate	Unit 4, Topic A	A-4
5.3.1.3	Intermediate	Unit 4, Topic A	A-4
5.3.2	Intermediate	Unit 4, Topic A	A-4
5.3.3	Reposition/Format records		
5.3.3.1	Intermediate	Unit 4, Topic A	A-4
5.3.3.2	Intermediate	Unit 4, Topic A	A-4
5.3.4	Intermediate	Unit 5, Topic B	B-1
5.4	Apply Report Format options		
5.4.1	Basic	Unit 7, Topic B	B-1
5.4.2	Intermediate	Unit 4, Topic B	B-3
5.4.3	Intermediate	Unit 4, Topic A	A-1
5.4.4	Intermediate	Unit 5, Topic A	A-3
5.5	Apply Report Page Setup options		
5.5.1	Basic	Unit 7, Topic B	B-6
5.5.2	Basic	Unit 7, Topic B	B-6
5.6	Sort and filter records for reporting		
5.6.1	Basic	Unit 3, Topic B	B-1
5.6.2	Basic	Unit 7, Topic B	B-3
	Intermediate	Unit 5, Topic A	A-5
5.6.3	Basic	Unit 7, Topic B	B-3
5.6.4	Basic	Unit 7, Topic A	A-1