

# **Appendix A**

## MOS exam objectives map

This appendix provides the following information:

- A** MOS exam objectives for Microsoft Access 2013 with references to corresponding coverage in ILT Series courseware.

## Topic A: MOS exam objectives

### Explanation

The following table lists the Microsoft Office Specialist (MOS) exam objectives for Microsoft Access 2013 and indicates where each objective is covered in conceptual explanations, hands-on activities, or both.

#	Objective	Course level	Conceptual information	Supporting activities
<b>1.0</b>	<b>Create and Manage a Database</b>			
<b>1.1</b>	<b>Create a New Database</b>			
1.1.1	Create new databases	Basic	Unit 2, Topic A	A-4
1.1.2	Create databases use templates	Basic	Unit 2, Topic A	A-2
1.1.3	Create databases in older formats	Advanced	Unit 6, Topic A	A-1
1.1.4	Create databases use wizards	Basic	Unit 7, Topic A	A-3
<b>1.2</b>	<b>Manage Relationships and Keys</b>			
1.2.1	Edit references between tables	Intermediate	Unit 1, Topic C	C-1
1.2.2	Create and modify relationships	Intermediate	Unit 1, Topic B	B-2
1.2.3	Set primary key fields	Basic	Unit 2, Topic C	C-4, C-8
1.2.4	Enforce referential integrity	Intermediate	Unit 1, Topic C	C-2
1.2.5	Set foreign keys	Intermediate	Unit 1, Topic B	B-5
1.2.6	View relationships	Intermediate	Unit 1, Topic C	C-1
<b>1.3</b>	<b>Navigate through a Database</b>			
1.3.1	Navigate to specific records	Basic	Unit 3, Topic B	B-1
1.3.2	Set a form as the startup option	Intermediate	Unit 4, Topic E	E-5
1.3.3	Use navigation forms	Intermediate	Unit 4, Topic E	E-5
1.3.4	Set navigation options	Basic	Unit 1, Topic B	B-3
1.3.5	Change views	Basic	Unit 2, Topic B	B-4
<b>1.4</b>	<b>Protect and Maintain a Database</b>			
1.4.1	Compact databases	Advanced	Unit 6, Topic A	A-4
1.4.2	Repair databases	Advanced	Unit 6, Topic A	A-4
1.4.3	Back up databases	Advanced	Unit 6, Topic A	A-5
1.4.4	Split databases	Advanced	Unit 6, Topic A	A-3

#	Objective	Course level	Conceptual information	Supporting activities
<b>1.4</b>	<b>Protect and Maintain a Database (continued)</b>			
1.4.5	Encrypt databases with a password	Advanced	Unit 6, Topic B	B-1
1.4.6	Merge databases	Advanced	Unit 6, Topic A	A-7
1.4.7	Recover data from backups	Advanced	Unit 6, Topic A	A-6
<b>1.5</b>	<b>Print and Export a Database</b>			
1.5.1	Print reports	Basic	Unit 7, Topic B	B-6
1.5.2	Print records	Intermediate	Unit 5, Topic C	C-1
1.5.3	Maintain backward compatibility	Advanced	Unit 6, Topic A	A-1
1.5.4	Save databases as templates	Basic	Unit 2, Topic A	A-3
1.5.5	Save databases to external locations	Advanced	Unit 5, Topic B	B-3
1.5.6	Export to alternate formats	Advanced	Unit 5, Topic B	B-4
<b>2.0</b>	<b>Build Tables</b>			
<b>2.1</b>	<b>Create a Table</b>			
2.1.1	Create new tables	Basic	Unit 2, Topic C	C-2
2.1.2	Import External data into tables	Advanced	Unit 5, Topic A	A-2
2.1.3	Create linked tables from external sources	Advanced	Unit 5, Topic D	D-1
2.1.4	Import tables from other database	Advanced	Unit 5, Topic A	A-4
2.1.5	Create tables from templates and application parts	Basic	Unit 2, Topic C	C-1
<b>2.2</b>	<b>Create a Table</b>			
2.2.1	Hide fields in tables	Basic	Unit 3, Topic B	B-3
2.2.2	Change data formats	Basic	Unit 4, Topic A	A-6
2.2.3	Add total rows	Basic	Unit 3, Topic A	A-5
2.2.4	Add table descriptions	Basic	Unit 2, Topic C	C-1, C-3
2.2.5	Rename tables	Basic	Unit 2, Topic C	C-1, C-7

#	Objective	Course level	Conceptual information	Supporting activities
<b>2.3</b>	<b>Manage Records</b>			
2.3.1	Update records	Basic	Unit 3, Topic B	B-1
2.3.2	Add new records	Basic	Unit 2, Topic C	C-6
2.3.3	Delete records	Basic	Unit 3, Topic C	C-7
2.3.4	Append records from external data	Advanced	Unit 5, Topic A	A-5
2.3.5	Find and replace data	Basic	Unit 3, Topic B	B-1
2.3.6	Sort records	Basic	Unit 3, Topic C	C-1
2.3.7	Filter records	Basic	Unit 3, Topic C	C-1
2.3.8	Group records	Basic	Unit 7, Topic B	B-3
<b>2.4</b>	<b>Create and Modify Fields</b>			
2.4.1	Add fields to tables	Basic	Unit 2, Topic C Unit 3, Topic A	C-3 A-2
2.4.2	Add validation rules to tables	Basic	Unit 4, Topic C	C-1
2.4.3	Change field captions	Basic	Unit 3, Topic A	A-2
2.4.4	Change field sizes	Basic	Unit 4, Topic A	A-3
2.4.5	Change field data types	Basic	Unit 2, Topic C	C-3
2.4.6	Configure fields to auto-increment	Basic	Unit 2, Topic C	C-3
2.4.7	Set default values	Basic	Unit 4, Topic A	A-5
2.4.8	Use input masks	Basic	Unit 4, Topic B	B-1
2.4.9	Delete fields	Basic	Unit 3, Topic A	A-2
<b>3.0</b>	<b>Create Queries</b>			
<b>3.1</b>	<b>Create a Query</b>			
3.1.1	Run queries	Basic	Unit 5, Topic A	A-4
3.1.2	Create crosstab queries	Advanced	Unit 2, Topic A	A-2
3.1.3	Create parameter queries	Advanced	Unit 2, Topic B	B-1
3.1.4	Create action queries	Basic	Unit 5, Topic A	A-3
3.1.5	Create multi-table queries	Intermediate	Unit 3, Topic A	A-2
3.1.6	Save queries	Basic	Unit 5, Topic A	A-4
3.1.7	Delete queries	Intermediate	Unit 3, Topic C	C-2

#	Objective	Course level	Conceptual information	Supporting activities
<b>3.2</b>	<b>Modify a Query</b>			
3.2.1	Rename queries	Advanced	Unit 2, Topic C	C-3
3.2.2	Add new fields	Basic	Unit 5, Topic B	B-2
3.2.3	Remove fields	Basic	Unit 5, Topic B	B-2
3.2.4	Hide fields	Basic	Unit 5, Topic B	B-2
3.2.5	Sort data within queries	Basic	Unit 5, Topic A	A-5
3.2.6	Format fields within queries	Intermediate	Unit 3, Topic B	B-2
<b>3.3</b>	<b>Utilize Calculated Fields and Grouping within a Query</b>			
3.3.1	Add calculated fields	Basic	Unit 5, Topic C	C-5
3.3.2	Add conditional logic	Intermediate	Unit 3, Topic B	B-3
3.3.3	Group and summarize data	Basic	Unit 5, Topic C	C-6
3.3.4	Use comparison operators	Basic	Unit 5, Topic C	C-1
3.3.5	Use basic operators	Basic	Unit 5, Topic C	C-3
<b>4.0</b>	<b>Create Forms</b>			
<b>4.1</b>	<b>Create a Form</b>			
4.1.1	Create new forms	Basic	Unit 6, Topic A	A-2
4.1.2	Create forms with application parts	Basic	Unit 6, Topic A	A-2
4.1.3	Delete forms	Basic	Unit 6, Topic A	A-2
<b>4.2</b>	<b>Set Form Controls</b>			
4.2.1	Move form controls	Basic	Unit 6, Topic B	B-2
4.2.2	Add form controls	Basic	Unit 6, Topic B	B-2
4.2.3	Modify data sources	Basic	Unit 6, Topic B	B-2
4.2.4	Remove form controls	Basic	Unit 6, Topic B	B-2
4.2.5	Set form control properties	Basic	Unit 6, Topic B	B-3
4.2.6	Manage labels	Basic	Unit 6, Topic B	B-2

#	Objective	Course level	Conceptual information	Supporting activities
<b>4.3</b>	<b>Format a Form</b>			
4.3.1	Modify tab order in forms	Intermediate	Unit 4, Topic A	A-2
4.3.2	Format print layouts	Intermediate	Unit 4, Topic A	A-5
4.3.3	Sort records	Basic	Unit 6, Topic C	C-1
4.3.4	Apply themes	Basic	Unit 6, Topic B	B-3
4.3.5	Change margins	Intermediate	Unit 4, Topic A	A-5
4.3.6	Insert backgrounds	Intermediate	Unit 4, Topic B	B-3
4.3.7	Auto-order forms	Intermediate	Unit 4, Topic A	A-2
4.3.8	Insert headers and footers	Basic	Unit 6, Topic B	B-1
4.3.9	Insert images	Intermediate	Unit 4, Topic B	B-1
4.3.10	Modify existing forms	Intermediate	Unit 4, Topic D	D-1
<b>5.0</b>	<b>Create Reports</b>			
<b>5.1</b>	<b>Create a Report</b>			
5.1.1	Create new reports	Basic	Unit 7, Topic A	A-2
5.1.2	Create reports with application parts	Intermediate	Unit 5, Topic D	D-1
5.1.3	Delete reports	Basic	Unit 7, Topic A	A-3
<b>5.2</b>	<b>Set Report Controls</b>			
5.2.1	Group data by fields	Basic	Unit 7, Topic B	B-3
5.2.2	Sort data	Basic	Unit 7, Topic B	B-3
5.2.3	Add sub-forms	Intermediate	Unit 5, Topic D	D-2
5.2.4	Modify data sources	Basic	Unit 7, Topic A	A-4
5.2.5	Add report controls	Basic	Unit 7, Topic A	A-4
5.2.6	Manage labels	Basic	Unit 7, Topic A	A-4
<b>5.3</b>	<b>Format a Report</b>			
5.3.1	Format reports into multiple columns	Intermediate	Unit 5, Topic D	D-3
5.3.2	Add calculated fields	Intermediate	Unit 5, Topic B	B-1
5.3.3	Set margins	Basic	Unit 7, Topic B	B-6
5.3.4	Add backgrounds	Intermediate	Unit 5, Topic D	D-4

#	Objective	Course level	Conceptual information	Supporting activities
<b>5.3</b>	<b>Format a Report (continued)</b>			
5.3.5	Change report orientation	Basic	Unit 7, Topic B	B-6
5.3.6	Change sort order	Basic	Unit 7, Topic B	B-3
5.3.7	Insert headers and footers	Intermediate	Unit 5, Topic A	A-1, A-2
5.3.8	Insert images	Intermediate	Unit 5, Topic A	A-1
5.3.9	Insert page numbers	Basic	Unit 7, Topic A	A-4
5.3.10	Apply themes	Basic	Unit 7, Topic B	B-2
5.3.11	Modify existing reports	Intermediate	Unit 5, Topic A	A-1