

A

Microsoft Office Access 2010 Exam 77–885

Selected Element K courseware addresses Microsoft Office Specialist certification skills for Microsoft Office 2010. The following table indicates where Access 2010 skills are covered. For example, 3-A indicates the lesson and topic number applicable to that skill, and 3-1 indicates the lesson and activity number.

<i>Objective Domain</i>	<i>Level</i>	<i>Topic</i>	<i>Activity</i>
1. Managing the Access Environment			
1.1 Create and manage a database			
1.1.1 Use Save Object As	1	3–B	3–4
1.1.2 Use Open	1	2–B	2–2
1.1.3 Use Save and Publish	3	5–B	5–2
1.1.4 Use Compact & Repair Database	3	5–B	5–2
1.1.5 Use Encrypt with Password commands	3	5–B	5–2
1.1.6 Create a database from a template	1	2–A	2–1
1.1.7 Set Access options	1	4–A	
1.2 Configure the Navigation Pane			
1.2.1 Rename objects	1	2–C	2–3
1.2.2 Delete objects	1	2–C	2–3
1.2.3 Set Navigation options	1	2–C	
1.3 Apply Application Parts			
1.3.1 Use Blank Forms	1	5–A	
1.3.2 Use Quick Start	1	5–A	
1.3.3 Use user templates	1	2–A	2–1
2. Building Tables			
2.1 Create tables			
2.1.1 Create tables in Design View	1	2–B	2–2
2.2 Create and modify fields			
2.2.1 Insert a field	1	2–B	
2.2.2 Delete a field	1	2–B	
2.2.3 Rename a field	1	2–B	
2.2.4 Hide or Unhide fields	1	3–B	

Objective Domain	Level	Topic	Activity
2.2.5 Freeze or Unfreeze fields	1	3-B	
2.2.6 Modify data types	1	2-B	
2.2.7 Modify the field description	1	2-B	
2.2.8 Modify field properties	2	1-A	1-1
2.3 Sort and filter records			
2.3.1 Use Find	1	3-A	3-2
2.3.2 Use Sort	1	3-B	3-3
2.3.3. Use Filter commands	1	3-B	3-3
2.4 Set relationships			
2.4.1 Define Primary Keys	1	2-B	
2.4.2 Use Primary Keys to create Relationships	1	2-D	2-4
2.4.3 Edit Relationships	1	2-D	
2.5 Import data from a single data file			
2.5.1 Import source data into a new table	2	6-A	6-1, 6-2
2.5.2 Append records to an existing table	2	6-A	
2.5.3 Import data as a linked table	3	5-A	5-1
3. Building Forms			
3.1 Create forms			
3.1.1 Use the Form Wizard	1	5-A	5-1
3.1.2 Create a Blank Form	1	5-A	
3.1.3 Use Form Design Tools	1	5-B	5-2
3.1.4 Create Navigation forms	2	Appendix	
3.2 Apply Form Design options			
3.2.1 Apply a Theme	2	4-B	
3.2.2 Add bound controls			
3.2.2.1 Text box	2	4-A	
3.2.2.2 Drop down	2	4-A	4-1
3.2.3 Format Header/Footer	1	5-B	
3.2.4 View Code	3	3-A to 3-E	3-1 to 3-7
3.2.5 Convert Macros to Visual Basic	3	3-A	
3.2.6 View Property Sheet	1	4-C	4-4
3.2.7 Add Existing Fields	2	4-B	4-2
3.3 Apply Form Arrange options			
3.3.1 Use the Table functions			
3.3.1.1 Insert	1	5-B	
3.3.1.2 Merge	1	5-B	
3.3.1.3 Split	1	5-B	
3.3.2 Move table	1	5-B	
3.3.3 Reposition / Format controls			
3.3.3.1 Anchor	1	5-B	5-2

Objective Domain	Level	Topic	Activity
3.3.3.2 Padding	1	5-B	5-2
3.3.3.3 Margins	1	5-B	
3.4 Apply Form Format options			
3.4.1 Reformat Font in form	1	5-B	
3.4.2 Apply background image to form	1	5-B	
3.4.3 Apply Quick Styles to controls in form	2	4-B	
3.4.4 Apply conditional formatting in form	2	4-F	4-7
4. Creating and Managing Queries			
4.1 Construct queries			
4.1.1 Create Select query	1	4-A	4-1
4.1.2 Create Make Table query	3	3-C	3-3
4.1.3 Create Append query	3	3-C	3-3
4.1.4 Create Crosstab query	3	2-D	2-4
4.2 Manage source tables and relationships			
4.2.1 Use the Show Table command	1	4-A	4-2
4.2.2 Use Remove Table command	1	4-D	
4.2.3 Create ad hoc relationships	2	2-A	2-1
4.3 Manipulate fields			
4.3.1 Add field	1	4-A	4-2
4.3.2 Remove field	1	4-D	4-5
4.3.3 Rearrange fields	1	4-D	4-5
4.3.4 Use Sort and Show options	1	4-D	
4.4 Calculate totals			
4.4.1 Use the Total row	1	4-D	4-5
4.4.2 Use Group By	1	4-D	4-5
4.5 Generate calculated fields			
4.5.1 Perform calculations	1	4-C	4-4
4.5.2 Use the Zoom box	1	4-C	4-4
4.5.3 Use Expression Builder	1	4-C	4-4
5. Designing Reports			
5.1 Create reports			
5.1.1 Create a Blank Report	1	6-A	
5.1.2 Use Report Design Tools	2	5-A	5-1, 5-2
5.1.3 Use the Report Wizard	1	6-A	6-1
5.2 Apply Report Design options			
5.2.1 Apply a Theme	1	6-D	6-4
5.2.2 Add calculated controls	2	5-D	5-5
5.2.2.1 Total report records	2	5-A	5-2
5.2.2.2 Group report records	2	5-A	5-2
5.2.3 Add bound/unbound controls			

Objective Domain	Level	Topic	Activity
5.2.3.1 Text box	1	6-B	6-2
5.2.3.2 Hyperlink	2	5-A	
5.2.3.3 Drop down	2	5-A	
5.2.3.4 Graph	3	4-A	4-1
5.2.3.5 Insert page break	2	5-C	5-4
5.2.4 Header/Footer			
5.2.4.1 Insert page number	2	5-A	
5.2.4.2 Insert logo	2	5-A	
5.2.5 Reorder tab function	2	5-A	
5.3. Apply Report Arrange options			
5.3.1 Use the Table functions			
5.3.1.1 Insert	2	5-A	
5.3.1.2 Merge	2	5-A	
5.3.1.3 Split	2	5-A	
5.3.2 Move table	2	5-A	
5.3.3 Reposition / Format records			
5.3.3.1 Padding	2	5-B	
5.3.3.2 Margins	2	5-B	
5.3.4 Align report outputs to grid	2	5-B	
5.4 Apply Report Format options			
5.4.1 Rename label in a report	1	6-B	
5.4.2 Apply background image to report	1	6-D	6-4
5.4.3 Change shape in report	2	5-B	5-3
5.4.4 Apply conditional formatting in report	2	5-B	5-3
5.5 Apply Report Page Setup options			
5.5.1 Change page Size	1	6-E	
5.5.2 Change page orientation	1	6-E	
5.6 Sort and filter records for reporting			
5.6.1 Use the Find command	2	5-A	
5.6.2 Use Sort command	2	5-A	5-2
5.6.3 Use Filter commands	2	5-A	5-2
5.6.4 Use view types	1	6-A	
