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Access 2016: Core Database Management, Manipulation, and Query Skills; Exam 77-730

Successful candidates for the Access 2016 exam have a fundamental understanding of the application's environment. They understand basic database design principles and are able to complete tasks independently. They know and demonstrate the correct application of the principle features of Access 2016, and will demonstrate the ability to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.

- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Microsoft
Office Specialist

Create and Manage a Database		

1.1 **Create and Modify Databases**
- 1.1.1 Create a blank desktop database
- 1.1.2 Create a database from a template
- 1.1.3 Create a database by using Import objects or data from other sources
- 1.1.4 Delete database objects

1.2 **Manage Relationships and Keys**
- 1.2.1 Create and modify relationships
- 1.2.2 Set the primary key
- 1.2.3 Enforce referential integrity
- 1.2.4 Set foreign keys
- 1.2.5 View relationships

1.3 **Navigate through a Database**
- 1.3.1 Navigate specific records
- 1.3.2 Create and modify a navigation form
- 1.3.3 Set a form as the startup option
- 1.3.4 Display objects in the Navigation Pane
- 1.3.5 Change views of objects

1.4 **Protect and Maintain Databases**
- 1.4.1 Compact a database
- 1.4.2 Repair a database
- 1.4.3 Back up a database
- 1.4.4 Split a database
- 1.4.5 Encrypt a database with a password
- 1.4.6 Recover data from backup

Create and Manage a Database

1.5   **Print and Export Data**

1.5.1   Print reports
1.5.2   Print records
1.5.3   Save a database as a template
1.5.4   Export objects to alternative formats

Build Tables

2.1   **Create Tables**

2.1.1   Create a table
2.1.2   Import data into tables
2.1.3   Create linked tables from external sources
2.1.4   Import tables from other databases
2.1.5   Create a table from a template with application parts

2.2   **Manage Tables**

2.2.1   Hide fields in tables
2.2.2   Add total rows
2.2.3   Add table descriptions
2.2.4   Rename tables

2.3   **Manage Records in Tables**

2.3.1   Update records
2.3.2   Add records
2.3.3   Delete records
2.3.4   Append records from external data
2.3.5   Find and replace data
2.3.6   Sort records
2.3.7   Filter records

2.4   **Create and Modify Fields**

2.4.1   Add fields to tables
2.4.2   Add validation rules to fields
2.4.3   Change field captions
2.4.4   Change field sizes
2.4.5   Change field data types
2.4.6   Configure fields to auto-increment
2.4.7   Set default values
2.4.8   Using input masks
2.4.9   Delete fields

Create Queries

3.1   **Create a Query**

3.1.1   Run a query
3.1.2   Create a crosstab query
3.1.3   Create a parameter query
3.1.4   Create an action query
3.1.5   Create a multi-table query
3.1.6   Save a query

3.2   **Modify a Query**

3.2.1   Rename a query
3.2.2   Add fields
3.2.3   Remove fields
3.2.4   Hide fields
3.2.5   Sort data within queries
3.2.6   Format fields within queries

Create Queries

3.3 **Create Calculated Fields and Grouping within Queries**
3.3.1 Add calculated fields
3.3.2 Set filtering criteria
3.3.3 Group and summarize data
3.3.4 Group data by using comparison operators
3.3.5 Group data by using arithmetic and logical operators

Create Forms

4.1 **Create a Form**
4.1.1 Create a form
4.1.2 Create a form from a template with application parts
4.1.3 Save a form

4.2 **Configure Form Controls**
4.2.1 Move form controls
4.2.2 Add form controls
4.2.3 Modify data sources
4.2.4 Remove form controls
4.2.5 Set form control properties
4.2.6 Manage labels
4.2.7 Add sub-forms

4.3 **Format a Form**
4.3.1 Modify tab order
4.3.2 Configure Print settings
4.3.3 Sort records by form field
4.3.4 Apply a theme
4.3.5 Control form positioning
4.3.6 Insert backgrounds
4.3.7 Insert headers and footers
4.3.8 Insert images

Create Reports

5.1 **Create a Report**
5.1.1 Create a report based on the query or table
5.1.2 Create a report in Design view
5.1.3 Create a report by using a wizard

5.2 **Configure Report Controls**
5.2.1 Group and sort fields
5.2.2 Modify data sources
5.2.3 Add report controls
5..4 Add and modify labels

5.3 **Format a Report**
5.3.1 Format a report into multiple columns
5.3.2 Add calculated fields
5.3.3 Control report positioning
5.3.4 Format report elements
5.3.5 Change report orientation
5.3.6 Insert header and footer information
5.3.7 Insert images
5.3.8 Apply a theme

Microsoft
Office Specialist

77-424

MOS Access 2013

Objective Domain

1.0 Create and Manage a Database

1.1 Create a New Database
This objective may include but is not limited to: creating new databases, creating databases using templates, saving databases in older formats, creating databases using wizards

1.2 Manage Relationships and Keys
This objective may include but is not limited to: editing references between tables, creating and modifying relationships, setting primary key fields, enforcing referential integrity, setting foreign keys, viewing relationships

1.3 Navigate through a Database
This objective may include but is not limited to: navigating to specific records, setting a form as the startup option, using navigation forms, setting navigation options, changing views

1.4 Protect and Maintain a Database
This objective may include but is not limited to: compacting databases, repairing databases, backing up databases, splitting databases, encrypting databases with a password, merging databases, recovering data from a backups

1.5 Print and Export a Database
This objective may include but is not limited to: printing reports, printing records, maintaining backward compatibility, saving databases as templates, saving databases to external locations, exporting to alternate formats

2.0 Build Tables

2.1 Create a Table

This objective may include but is not limited to: creating new tables, importing external data into tables, creating linked tables from external sources, importing tables from others database, creating tables from templates and application parts

2.2 Format a Table

This objective may include but is not limited to: hiding fields in tables, changing data formats, adding total rows, adding table descriptions, renaming tables

2.3 Manage Records

This objective may include but is not limited to: updating records, adding new records, deleting records, appending records from external data, finding and replacing data, sorting records, filtering records, grouping records

2.4 Create and Modify Fields

This objective may include but is not limited to: adding fields to tables, adding a validation rules to fields, changing field captions, changing field sizes, changing field data types, configuring fields to auto-increment, setting default values, using input masks, deleting fields

3.0 Create Queries

3.1 Create a Query

This objective may include but is not limited to: running queries, creating crosstab queries, creating parameter queries, creating action queries, creating multi-table queries, saving queries, deleting queries

3.2 Modify a Query

This objective may include but is not limited to: renaming queries, adding new fields, removing fields, hiding fields, sorting data within queries, formatting fields within queries

3.3 Utilize Calculated Fields and Grouping within a Query

This objective may include but is not limited to: adding calculated fields, adding conditional logic, grouping and summarizing data, using comparison operators, using basic operators

4.0   Create Forms

4.1   Create a Form
This objective may include but is not limited to: creating new forms, creating forms with application parts, saving forms, deleting forms

4.2   Set Form Controls
This objective may include but is not limited to: moving form controls, adding form controls, modifying data sources, removing form controls, setting form control properties, managing labels

4.3   Format a Form
This objective may include but is not limited to: modifying Tab order in forms, formatting print layouts, sorting records, applying themes, changing margins, inserting backgrounds, auto-ordering forms, inserting headers and footers, inserting images, modifying existing forms

5.0   Create Reports

5.1   Create a Report
This objective may include but is not limited to: creating new reports, creating reports with application parts, deleting reports

5.2   Set Report Controls
This objective may include but is not limited to: grouping data by fields, sorting data, adding sub-reports, modifying data sources, adding report controls, managing labels

5.3   Format a Report
This objective may include but is not limited to: formatting reports into multiple columns, adding calculated fields, setting margins, adding backgrounds, changing report orientation, changing sort order, inserting headers and footers, inserting images, inserting page numbers, applying themes, modifying exiting reports

77-885

Access 2010

Exam Design

The Basics

This is a Technical Specialist exam designed to assess candidates' hands-on skills using Microsoft Office Access 2010. We are specifying an item pool of 45 unique performance-based tasks. Items should be written to the Application cognitive level. For more information about cognitive levels, refer to the Cognitive Domain in Bloom's Taxonomy.

Categories in the cognitive domain of Bloom's Taxonomy (Anderson & Krathwohl, 2001)

Target Audience
The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage.

The Access 2010 user typically:
- is effective in creating, modifying, and personalizing objects
- is capable of working independently on database projects
- often answers questions from others about databases
- has created or modified a simple Access database
- can use templates to create basic objects

Objective Domain

1. Managing the Access Environment

    1.1.   Create and manage a database.

    1.2.   Configure the Navigation Pane.

    1.3.   Apply Application Parts.

2. Building Tables

    2.1.   Create tables.

    2.2.   Create and modify fields.

    2.3.   Sort and filter records.

    2.4.   Set relationships.

    2.5.   Import data from a single data file.

3. Building Forms

    3.1.   Create forms.

    3.2.   Apply Form Design Tab options.

3.3.   Apply Form Arrange Tab options.

3.4.   Apply Form Format Tab options.

4. Creating and Managing Queries

4.1.   Construct queries.

4.2.   Manage source tables and relationships.

4.3.   Manipulate fields.

4.4.   Calculate totals.

4.5.   Generate calculated fields.

5. Designing Reports

5.1.   Create reports.

5.2.   Apply Report Design Tab options.

5.3.   Apply Report Arrange Tab options.

5.4.   Apply Report Format Tab options.

5.5.   Apply Report Page Setup Tab options.

5.6.   Sort and filter records for reporting.