

## Access 2010

**Skills Being Measured** This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

### Managing the Access Environment

- Create and manage a database.
  - This objective may include but is not limited to: using Save Object As, Open, Save and Publish, Compact & Repair Database, and Encrypt with Password commands, creating a database from a template, and setting Access options
- Configure the Navigation Pane.
  - This objective may include but is not limited to: renaming objects, deleting objects, and setting Navigation options
- Apply Application Parts.
  - This objective may include but is not limited to: using Blank Forms, Quick Start, and user templates

### Building Tables

- Create tables.
  - This objective may include but is not limited to: creating tables in Design View
- Create and modify fields.
  - This objective may include but is not limited to: inserting a field, deleting a field, renaming a field, Hide or Unhide fields, Freeze or Unfreeze fields, modifying data types, modifying the field description, and modifying field properties
- Sort and filter records.
  - This objective may include but is not limited to: using Find, Sort, and Filter commands
- Set relationships.
  - This objective may include but is not limited to: defining Primary Keys, using Primary Keys to create Relationships, and editing Relationships
- Import data from a single data file.
  - This objective may include but is not limited to: importing source data into a new table, appending records to an existing table, and importing data as a linked table

### Building Forms

- Create forms.
  - This objective may include but is not limited to: using the Form Wizard, creating a Blank Form, using Form Design Tools, and creating Navigation forms
- Apply Form Design Tab options.
  - This objective may include but is not limited to: using the Themes, Controls, Header/Footer, and Tools groups
- Apply Form Arrange Tab options.
  - This objective may include but is not limited to: using the Table, Move, and Position groups

- Apply Form Format Tab options.
  - This objective may include but is not limited to: using the Background and Control Formatting groups

### **Creating and Managing Queries**

- Construct queries.
  - This objective may include but is not limited to: using Select, Make Table, Append, and Crosstab query types
- Manage source tables and relationships.
  - This objective may include but is not limited to: using the Show Table and Remove Table commands, and creating ad hoc relationships
- Manipulate fields.
  - This objective may include but is not limited to: adding, removing, and rearranging fields, and using Sort and Show options
- Calculate totals.
  - This objective may include but is not limited to: using the Total row and using Group By
- Generate calculated fields.
  - This objective may include but is not limited to: performing calculations, using the Zoom box, and using Expression Builder

### **Designing Reports**

- Create reports.
  - This objective may include but is not limited to: creating a Blank Report, using Report Design Tools, and using the Report Wizard
- Apply Report Design Tab options.
  - This objective may include but is not limited to: using the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups
- Apply Report Arrange Tab options.
  - This objective may include but is not limited to: using the Table, Move, Position, and Sizing & Ordering groups
- Apply Report Format Tab options.
  - This objective may include but is not limited to: adding color, background images, and conditional formatting
- Apply Report Page Setup Tab options.
  - This objective may include, but is not limited to: using the Page Size and Page Layout groups
- Sort and filter records for reporting.
  - This objective may include but is not limited to: using the Find, Sort, and Filter commands, and using view types