

Microsoft® Access 2016

Core Exam

Exam Objectives as stated by Microsoft
Pass rate 70% : 5 to 7 projects in 50 minutes

Skill Sets	Exam Skill Standards
Create and Manage a Database	Create and Modify Databases <ul style="list-style-type: none"> • Create a blank desktop database • Create a database from a template • Create a database by using Import objects or data from other sources • Delete database objects
	Manage Relationships and Keys <ul style="list-style-type: none"> • Create and modify relationships • Set the primary key • Enforce referential integrity • Set foreign keys • View relationships
	Navigate through a Database <ul style="list-style-type: none"> • Navigate specific records • Create and modify a navigation form • Set a form as the startup option • Display objects in the Navigation Pane • Change views of objects
	Protect and maintain Databases <ul style="list-style-type: none"> • Compact a database • Repair a database • Back up a database • Split a database • Encrypt a database with a password • Recover data from backup
	Print and Export Data <ul style="list-style-type: none"> • Print reports • Print records • Save a database as a template • Export objects to alternative formats
Build Tables	Create Tables <ul style="list-style-type: none"> • Create a table • Import data into tables • Create linked tables from external sources • Import tables from other databases • Create a table from a template with application parts
	Manage tables <ul style="list-style-type: none"> • Hide fields in tables • Add total rows • Add table descriptions • Rename tables

<p>Build Tables – Cont..</p>	<p>Manage Records in Tables</p> <ul style="list-style-type: none"> • Update records • Add records • Delete records • Append records from external data • Find and replace data • Sort records • Filter records <p>Create and Modify Fields</p> <ul style="list-style-type: none"> • Add fields to tables • Add validation rules to fields • Change field captions • Change field sizes • Change fields data types • Configure fields to auto-increment • Set default values • Using input masks • Delete fields
<p>Create Queries</p>	<p>Create a Query</p> <ul style="list-style-type: none"> • Run a query • Create a crosstab query • Create a parameter query • Create and action query • Create a multi-table query • Save query <p>Modify a Query</p> <ul style="list-style-type: none"> • Rename a query • Add fields • Remove fields • Hide fields • Sort data within queries • Format fields within queries <p>Create Calculated Fields and Grouping within Queries</p> <ul style="list-style-type: none"> • Add calculated fields • Set filtering criteria • Group and summarize data • Group data by using comparison operators • Group data by using arithmetic and logical operations
<p>Create Forms</p>	<p>Create a Form</p> <ul style="list-style-type: none"> • Create a form • Create a form from a template with application parts • Save a form <p>Configure Form Controls</p> <ul style="list-style-type: none"> • Move form controls • Add form controls • Modify data sources • Remove form controls • Set form control properties • Manage labels • Add sub-forms

<p>Create Forms – Cont..</p>	<p>Format a Form</p> <ul style="list-style-type: none"> • Modify tab color • Configure print settings • Sort records by form field • Apply a theme • Control form positioning • Insert backgrounds • Control form positioning • Insert backgrounds • Insert headers and footers • Insert images
<p>Create Reports</p>	<p>Create a Report</p> <ul style="list-style-type: none"> • Create a report based on the query or table • Create a report in Design view • Create a report by using a wizard <p>Configure Report Controls</p> <ul style="list-style-type: none"> • Group and sort fields • Modify data sources • Add report controls • Add and modify labels <p>Format a Report</p> <ul style="list-style-type: none"> • Format a report into multiple columns • Add calculated fields • Control report positioning • Format report elements • Change report orientation • Insert header and footer information • Insert images • Apply a theme