

Access 2016: Core Database Management, Manipulation, and Query Skills

Microsoft Office Specialist

Create and manage a database (20-25%)

- Create and modify databases
 - 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
 - Create and modify relationships, set the primary key, enforce referential integrity, set foreign keys, view relationships
- Navigate through a database
 - 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
 - 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
 - Print reports, print records, save a database as a template, export objects to alternative formats

Build tables (25-30%)

- Create tables
 - 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
 - Hide fields in tables, add total rows, add table descriptions, rename tables
- Manage records in tables
 - Update records, add records, delete records, append records from external data, find and replace data, sort records, filter records
- Create and modify fields

- Add fields to tables, add validation rules to fields, change field captions, change field sizes, change field data types, configure fields to auto-increment, set default values, using input masks, delete fields

Create queries (20-25%)

- Create a query
 - Run a query, create a crosstab query, create a parameter query, create an action query, create a multi-table query, save a query
- Modify a query
 - Rename a query, add fields, remove fields, hide fields, sort data within queries, format fields within queries
- Create calculated fields and grouping within queries
 - Add calculated fields, set filtering criteria, group and summarize data, group data by using comparison operators, group data by using arithmetic and logical operators

Create forms (15-20%)

- Create a form
 - Create a form, create a form from a template with application parts, save a form
- Configure form controls
 - Move form controls, add form controls, modify data sources, remove form controls, set form control properties, manage labels, add sub-forms
- Format a form
 - Modify tab order, configure Print settings, sort records by form field, apply a theme, control form positioning, insert backgrounds, insert headers and footers, insert images

Create reports (15-20%)

- Create a report
 - Create a report based on the query or table, create a report in Design view, create a report by using a wizard
- Configure report controls
 - Group and sort fields, modify data sources, add report controls, add and modify labels
- Format a report

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- 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