

## 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