

# Exam 77-885

## Access 2010

### Manage the Access environment

- Create and manage a database
  - Use Save Object As, Open, Save and Publish, Compact and Repair Database, and Encrypt with Password commands, create a database from a template, and set Access options
- Configure the Navigation pane
  - Rename objects, delete objects, and set Navigation options
- Apply Application Parts
  - Use Blank Forms, Quick Start, and user templates

#### **Preparation resources**

- [Access 2010: database tasks](#)
  - [Customize and lock the Navigation Pane](#)
  - [Video: Add features to an Access database by using Application Parts](#)
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### Build tables

- Create tables
  - Create tables in Design view
- Create and modify fields
  - Insert a field, delete a field, rename a field, Hide or Unhide fields, Freeze or Unfreeze fields, modify data types, modify the field description, and modify field properties
- Sort and filter records
  - Use Find, Sort, and Filter commands
- Set relationships
  - Define Primary Keys, use Primary Keys to create Relationships, and edit Relationships
- Enter and format text
  - Use text effects; change the indentation, alignment, line spacing, and direction of text; change the formatting of bulleted and numbered lists; enter text in a placeholder text box; convert text to SmartArt; copy and paste text; use Paste Special, and use Format Painter
- Import data from a single data file
  - Import source data into a new table, append records to an existing table, and import data as a linked table

#### **Preparation resources**

- [Create tables for a new database](#)
  - [Guide to table relationships](#)
  - [Apply a filter to view select records in an Access database](#)
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### Build forms

- Create forms
  - Use the Form Wizard, create a blank form, use Form Design tools, and create Navigation forms

- Apply Form Design Tab options
  - Use the Themes, Controls, Header/Footer, and Tools groups
- Apply Form Arrange Tab options
  - Use the Table, Move, and Position groups
- Apply Form Format Tab options
  - Use the Background and Control Formatting groups

#### **Preparation resources**

- [Introduction to forms](#)
  - [Video: Introduction to form and report layouts](#)
  - [Create forms for a new database](#)
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### **Create and manage queries**

- Construct queries
  - Use Select, Make Table, Append, and Crosstab query types
- Manage source tables and relationships
  - Use the Show Table and Remove Table commands, and create ad hoc relationships
- Manipulate fields
  - Add, remove, and rearrange fields, and use Sort and Show options
- Calculate totals
  - Use the Total row, and use Group By
- Generate calculated fields
  - Perform calculations, use the Zoom box, and use Expression Builder

#### **Preparation resources**

- [Introduction to queries](#)
  - [Create queries for a new database](#)
  - [Add a calculated field to a table](#)
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### **Design reports**

- Create reports
  - Create a blank report, use Report Design tools, and use the Report Wizard
- Apply Report Design Tab options
  - Use the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups
- Apply Report Arrange Tab options
  - Use the Table, Move, Position, and Sizing & Ordering groups
- Apply Report Format Tab options
  - Add 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
  - Use the Find, Sort, and Filter commands, and use view types

#### **Preparation resources**

- [Introduction to reports](#)
- [Create reports for a new database](#)