



MICROSOFT ACCESS 2003 CORE EXAM OBJECTIVES

1. Structuring Databases

- 1.1. .Create Access databases
- 1.2. .Create and modify tables
- 1.3. .Define and modify field types
- 1.4. .Modify field properties
- 1.5. .Create and modify one-to-many relationships
- 1.6. .Enforce referential integrity
- 1.7. .Create and modify queries
- 1.8. .Create forms
- 1.9. .Add and modify form controls and properties
- 1.10. .Create reports
- 1.11. .Add and modify report control properties
- 1.12. .Create a data access page

2. Entering Data

- 2.1. .Enter, edit and delete records
- 2.2. .Find and move among records
- 2.3. .Import data to Access

3. Organizing Data

- 3.1. .Create and modify calculated fields and aggregate functions
- 3.2. .Modify form layout
- 3.3. .Modify report layout and page setup
- 3.4. .Format datasheets
- 3.5. .Sort records
- 3.6. .Filter records

4. Managing Databases

- 4.1. .Identify object dependencies
- 4.2. .View objects and object data in other views
- 4.3. .Print database objects and data
- 4.4. .Export data from Access
- 4.5. .Back up a database
- 4.6. .Compact and repair databases