



MICROSOFT ACCESS 2007 EXAM (70-605) OBJECTIVES

- 1. Structuring a Database**
 - 1.1 Define data needs and types.
 - 1.2 Define and print table relationships.
 - 1.3 Add, set, change, or remove primary keys.
 - 1.4 Split databases.

- 2. Creating and Formatting Database Elements**
 - 2.1 Create databases.
 - 2.2 Create tables.
 - 2.3 Modify tables.
 - 2.4 Create fields and modify field properties.
 - 2.5 Create forms.
 - 2.6 Create reports.
 - 2.7 Modify the design of reports and forms.

- 3. Entering and Modifying Data**
 - 3.1 Enter, edit, and delete records.
 - 3.2 Navigate among records.
 - 3.3 Find and replace data.
 - 3.4 Attach documents to and detach from records.
 - 3.5 Import data.

- 4. Creating and modifying queries**
 - 4.1 Create queries.
 - 4.2 Modify queries.

- 5. Presenting and Sharing Data**
 - 5.1 Sort data.
 - 5.2 Filter data.
 - 5.3 Create and modify charts.
 - 5.4 Export data.
 - 5.5 Save database objects as other file types.
 - 5.6 Print database objects.

- 6. Managing and Maintaining Databases**
 - 6.1 Perform routine database operations.
 - 6.2 Manage Databases.