



MICROSOFT ACCESS 2010 EXAM (77-885) 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. Managing the Access Environment

- 2.1 Create and manage a database.
- 2.2 Configure the Navigation Pane.
- 2.3 Apply Application Parts.

3. Building Tables

- 3.1 Create tables.
- 3.2 Create and modify fields.
- 3.3 Sort and filter records.
- 3.4 Set relationships.
- 3.5 Import data from a single data file.

4. Building Forms

- 4.1 Create forms.
- 4.2 Apply Form Design Tab options.
- 4.3 Apply Form Arrange Tab options.
- 4.4 Apply Form Format Tab options.

5. Creating and Managing Queries

- 5.1 Construct queries.
- 5.2 Manage source tables and relationships.
- 5.3 Manipulate fields.
- 5.4 Calculate totals.
- 5.5 Generate calculated fields.

6. Designing Reports

- 6.1 Create reports.
- 6.2 Apply Report Design Tab options.
- 6.3 Apply Report Arrange Tab options.
- 6.4 Apply Report Format Tab options.
- 6.5 Apply Report Page Setup Tab options.
- 6.6 Sort and filter records for reporting.