



A-Certif Ltd

Microsoft Office Access 2003

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programmes. These categories are organised within skill sets representing the more basic functions of each Office programme.

Exam skill standards and skilsets for the Microsoft Office Access 2003 exam are provided below to assist in your exam preparation. Training centres and courseware providers authorised by the Microsoft Office Specialist Programme tailor their instruction to these criteria.

Structuring Databases

- Creating Access databases
- Create and modify tables
- Define and modify field types
- Modify field properties
- Create and modify one-to-many relationships
- Enforce referential integrity
- Create and modify queries
- Create forms
- Add and modify form controls and properties
- Create reports
- Add and modify report control properties
- Create a data access page

Entering Data

- Enter, edit and delete records
- Find and move among records
- Import data to Access

Organising Data

- Create and modify calculated fields and aggregate functions
- Modify form layout
- Modify report layout and page setup
- Format datasheets
- Sort records
- Filter records

Managing Databases

- Identify object dependencies
- View objects and object data in other views
- Print database objects and data
- Export data from Access
- Back up a database
- Compact and repair databases