Exam 77-730: Microsoft Access (Office 2016) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Create and manage a database (20-25%)

Create and modify databases

- Create a blank desktop database, create a database from a template, create a database by using Import objects or data from other sources, delete database objects

Manage relationships and keys

- Create and modify relationships, set the primary key, enforce referential integrity, set foreign keys, view relationships

Navigate through a database

- Navigate specific records, create and modify a navigation form, set a form as the startup option, display objects in the Navigation Pane, change views of objects

Protect and maintain databases

- Compact a database, repair a database, back up a database, split a database, encrypt a database with a password, recover data from backup

Print and export data

- Print reports, print records, save a database as a template, export objects to alternative formats

Build tables (25-30%)

Create tables

- Create a table, import data into tables, create linked tables from external sources, import tables from other databases, create a table from a template with application parts

Manage tables

- Hide fields in tables, add total rows, add table descriptions, rename tables

Manage records in tables

- Update records, add records, delete records, append records from external data, find and replace data, sort records, filter records

Create and modify fields

- Add fields to tables, add validation rules to fields, change field captions, change field sizes, change field data types, configure fields to auto-increment, set default values, using input masks, delete fields

Create queries (20-25%)

Create a query

- Run a query, create a crosstab query, create a parameter query, create an action query, create a multi-table query, save a query

Modify a query

- Rename a query, add fields, remove fields, hide fields, sort data within queries, format fields within queries

Create calculated fields and grouping within queries

- Add calculated fields, set filtering criteria, group and summarize data, group data by using comparison operators, group data by using arithmetic and logical operators

Create forms (15-20%)

Create a form

- Create a form, create a form from a template with application parts, save a form

Configure form controls

- Move form controls, add form controls, modify data sources, remove form controls, set form control properties, manage labels, add sub-forms

Format a form

- Modify tab order, configure Print settings, sort records by form field, apply a theme, control form positioning, insert backgrounds, insert headers and footers, insert images

Create reports (15-20%)

Create a report

- Create a report based on the query or table, create a report in Design view, create a report by using a wizard

Configure report controls

- Group and sort fields, modify data sources, add report controls, add and modify labels

Format a report

- Format a report into multiple columns, add calculated fields, control report positioning, format report elements, change report orientation, insert header and footer information, insert images, apply a theme