

Microsoft Office Specialist: Microsoft Access Expert (Access and Access 2019) – Skills Measured

Manage databases

Modify database structure

- import objects or data from other sources
- delete database objects
- hide and display objects in the Navigation Pane

Manage table relationships and keys

- understand relationships
- display relationships
- set primary keys
- enforce referential integrity
- set foreign keys

Print and export data

- configure print options for records, forms, and reports
- export objects to alternative formats

Create and modify tables

Create tables

- import data into tables
- create linked tables from external sources
- import tables from other databases

Manage tables

- hide fields in tables
- add total rows
- add table descriptions

Manage table records

- find and replace data

- sort records
- filter records

Create and modify fields

- add and remove fields
- add validation rules to fields
- change field captions
- change field sizes
- change field data types
- configure fields to auto-increment
- set default values
- apply built-in input masks

Create and modify queries

Create and run queries

- create simple queries
- create basic crosstab queries
- create basic parameter queries
- create basic action queries
- create basic multi-table queries
- save queries
- run queries

Modify queries

- add, hide, and remove fields in queries
- sort data within queries
- filter data within queries
- format fields within queries

Modify forms in layout view

Configure form controls

- add, move, and remove form controls
- set form control properties
- add and modify form labels

Format forms

- modify tab order on forms

- sort records by form field
- modify form positioning
- insert information in form headers and footers
- insert images on forms

Modify reports in layout view

Configure report controls

- group and sort fields on reports
- add report controls
- add and modify labels on reports

Format reports

- format a report into multiple columns
- modify report positioning
- format report elements
- change report orientation
- insert information in report headers and footers
- insert images on reports