

# Exam 77-885: Access 2010 – Skills Measured

## Audience Profile

The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage. The Access 2010 user typically is effective in creating, modifying, and personalizing objects. This candidate is capable of working independently on database projects, and can often answer questions from others about databases. Candidates should know and demonstrate how to create or modify a simple Access database and use templates to create basic objects.

## 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).

## Manage the Access environment

### Create and manage a database

- use Save Object As, Open, Save and Publish, Compact and Repair Database, and Encrypt with Password commands, create a database from a template, and set Access options

### Configure the Navigation pane

- rename objects, delete objects, and set Navigation options

### Apply Application Parts

- use Blank Forms, Quick Start, and user templates

## Build tables

### Create tables

- create tables in Design view

## **Create and modify fields**

- insert a field, delete a field, rename a field, Hide or Unhide fields, Freeze or Unfreeze fields, modify data types, modify the field description, and modify field properties

## **Sort and filter records**

- use Find, Sort, and Filter commands

## **Set relationships**

- define Primary Keys, use Primary Keys to create Relationships, and edit Relationships

## **Enter and format text**

- use text effects; change the indentation, alignment, line spacing, and direction of text; change the formatting of bulleted and numbered lists; enter text in a placeholder text box; convert text to SmartArt; copy and paste text; use Paste Special, and use Format Painter

## **Import data from a single data file**

- import source data into a new table, append records to an existing table, and import data as a linked table

## **Build forms**

### **Create forms**

- use the Form Wizard, create a blank form, use Form Design tools, and create Navigation forms

### **Apply Form Design Tab options**

- use the Themes, Controls, Header/Footer, and Tools groups

### **Apply Form Arrange Tab options**

- use the Table, Move, and Position groups

### **Apply Form Format Tab options**

- use the Background and Control Formatting groups

## **Create and manage queries**

### **Construct queries**

- use Select, Make Table, Append, and Crosstab query types

### **Manage source tables and relationships**

- use the Show Table and Remove Table commands, and create ad hoc relationships

### **Manipulate fields**

- add, remove, and rearrange fields, and use Sort and Show options

### **Calculate totals**

- use the Total row, and use Group By

### **Generate calculated fields**

- perform calculations, use the Zoom box, and use Expression Builder

## **Design reports**

### **Create reports**

- create a blank report, use Report Design tools, and use the Report Wizard

### **Apply Report Design Tab options**

- use the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups

### **Apply Report Arrange Tab options**

- use the Table, Move, Position, and Sizing & Ordering groups

### **Apply Report Format Tab options**

- add color, background images, and conditional formatting

### **Apply Report Page Setup Tab options**

- using the Page Size and Page Layout groups

### **Sort and filter records for reporting**

- use the Find, Sort, and Filter commands, and use view types