

Microsoft Office Specialist: Access 2013 Certification Skills Reference

From New Perspectives Series: Access 2013 (Cengage Learning <http://www.cengage.com/us/>)

<http://www.amazon.com/Perspectives-Microsoft-Access-2013-Comprehensive/dp/1285099206>

Creating and Managing a Database

Skill	Pages Where Covered
Create a New Database	
Create new databases	AC 8-AC 9
Create databases using templates	AC 8-AC 9
Create databases in older formats	AC 677-AC 678
Create databases using wizards	AC 182-AC 184, AC 208-AC 212
Manage Relationships and Keys	
Edit references between tables	AC 531-AC 533
Create and modify relationships	AC 98-AC 103, AC 522-AC 525
Set primary key fields	AC 67-AC 68
Enforce referential integrity	AC 99-AC 103
Set foreign keys	AC 55, AC 62, AC 71, AC 95-AC 97
View relationships	AC 306
Navigate through a Database	
Navigate to specific records	AC 30, AC 121-AC 122
Set a form as the startup option	AC 692-AC 694
Use navigation forms	AC 597
Set navigation options	AC 692-AC 694
Change views	AC 38, AC 384, AC 389
Protect and Maintain a Database	
Compact databases	AC 42-AC 43
Repair databases	AC 42-AC 43
Back up databases	AC 43
Split databases	AC 687-AC 690
Encrypt databases with a password	AC 690-AC 692
Merge databases	AC 505-AC 508
Recover data from a backup	AC 43
Print and Export a Database	
Print reports	AC 219
Print records	AC 199-AC 200
Maintain backward compatibility	AC 677-AC 678
Save databases as templates	AC 480-AC 483
Save databases to external locations	AC 43, AC 677
Export to alternate formats	AC 446-AC 447, AC 460-AC 463, AC 485-AC 486

Building Tables

Skill	Pages Where Covered
Create a Table	
Create new tables	AC 11, AC 59-AC 68, AC 483-AC 484
Import external data into tables	AC 80-AC 83, AC 449-AC 452, AC 456-AC 457
Create linked tables from external sources	AC 486-AC 489, AC 682-AC 687
Import tables from other databases	AC 83-AC 85, AC 454-AC 455
Create tables from templates and application parts	AC 483-AC 484
Format a Table	
Hide fields in tables	AC 119-AC 120
Change data formats	AC 154-AC 156
Add total rows	AC 162-AC 163
Add table descriptions	AC 91-AC 92
Rename tables	AC 68
Manage Records	
Update records	AC 118-AC 121
Add new records	AC 16-AC 21, AC 78-AC 80, AC 94-AC 95, AC 198
Delete records	AC 122-AC 124
Append records from external data	AC 26-AC 29, AC 95-AC 97
Find and replace data	AC 121-AC 122, AC 194-AC 197
Sort records	AC 131-AC 135, AC 533
Filter records	AC 136-AC 138, AC 650-AC 657
Group records	AC 161-AC 163
Create and Modify Fields	
Add fields to tables	AC 14-AC 16, AC 59-AC 66, AC 69-AC 71, AC 86-AC 87
Add validation rules to fields	AC 283-AC 287
Change field captions	AC 58, AC 73-AC 74, AC 91-AC 92
Change field sizes	AC 57-AC 58, AC 73-AC 74, AC 91
Change field data types	AC 13-AC 14, AC 90-AC 92, AC 272
Configure fields to auto-increment	AC 674-AC 676
Set default values	AC 93-AC 94
Use input masks	AC 276-AC 281
Delete fields	AC 87-AC 89

Creating Queries

Skill	Pages Where Covered
Create a Query	
Run queries	AC 125-AC 127
Create crosstab queries	AC 256-AC 262
Create parameter queries	AC 249-AC 253
Create action queries	AC 500-AC 514
Create multi-table queries	AC 129-AC 131
Save queries	AC 127
Delete queries	AC 505, AC 575

Modify a Query	
Rename queries	AC 32
Add new fields	AC 126
Remove fields	AC 145, AC 238
Hide fields	AC 144
Sort data within queries	AC 131-AC 135, AC 533
Format fields within queries	AC 160-AC 161
Utilize Calculated Fields and Grouping within a Query	
Add calculated fields	AC 156-AC 161, AC 245-AC 249
Add conditional logic	AC 149-AC 153, AC 245-AC 249
Group and summarize data	AC 161-AC 167
Use comparison operators	AC 237-AC 242
Use basic operators	AC 158-AC 160

Creating Forms

Skill	Pages Where Covered
Create a Form	
Create new forms	AC 33-AC 35, AC 182-AC 184, AC 200-AC 203, AC 311-AC 315, AC 324-AC 328, AC 575, AC 593-AC 597
Save forms	AC 192, AC 313-AC 314, AC 575
Delete forms	AC 505
Set Form Controls	
Move form controls	AC 316-AC 319, AC 329-AC 333
Add form controls	AC 327-AC 328, AC 336-AC 338, AC 348-AC 351, AC 356-AC 360, AC 468-AC 470, AC 566-AC 567, AC 577-AC 579, AC 584-AC 586
Modify data sources	AC 336-AC 338
Remove form controls	AC 333-AC 335
Set form control properties	AC 304-AC 306, AC 470-AC 472
Manage labels	AC 338-AC 340, AC 361-AC 364
Format a Form	
Modify Tab order in forms	AC 364-AC 367
Format print layouts	AC 598
Sort records	AC 209-AC 212
Apply themes	AC 185-AC 189
Change margins	AC 316-AC 319
Insert backgrounds	AC 568
Auto-order forms	AC 594
Insert headers and footers	AC 342-AC 343
Insert images	AC 189-AC 191
Modify existing forms	AC 185-AC 192, AC 203-AC 204, AC 304-AC 306, AC 327-AC 344, AC 348-AC 372, AC 468-AC 472, AC 474-AC 476, AC 559-AC 561

Creating Reports

Skill	Pages Where Covered
Create a report	
Create new reports	AC 35-AC 36, AC 208-AC 212, AC 405-AC 406, AC 430-AC 433
Delete reports	AC 505
Set report controls	
Group data by fields	AC 389, AC 407-AC 412
Sort data	AC 407-AC 412
Add sub-reports	AC 565
Modify data sources	AC 405-AC 406
Add report controls	AC 405-AC 406
Manage labels	AC 390
Format a report	
Format reports into multiple columns	AC 208-AC 212
Add calculated fields	AC 393-AC 395
Set margins	AC 212, AC 390
Add backgrounds	AC 415
Change report orientation	AC 212
Change sort order	AC 209-AC 210, AC 407-AC 410
Insert headers and footers	AC 423-AC 430
Insert images	AC 216
Insert page numbers	AC 426-AC 428
Apply themes	AC 212-AC 213
Modify existing reports	AC 36-AC 38, AC 212-AC 219, AC 384-AC 398, AC 406-AC 430