



## MICROSOFT ACCESS 2003 CORE - EXAM OBJECTIVES

### 1. Structuring Databases

- .Create 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

### 2. Entering Data

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

### 3. Organizing Data

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

### 4. 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