



MICROSOFT ACCESS 2007 - EXAM 70-605 OBJECTIVES

- 1. Structuring a Database**
 - 1.1 Define data needs and types
 - 1.2 Define and print table relationships
 - 1.3 Add, set, change, or remove primary keys
 - 1.4 Split databases

- 2. Creating and Formatting Database Elements**
 - 2.1 Create databases
 - 2.2 Create tables
 - 2.3 Modify tables
 - 2.4 Create fields and modify field properties
 - 2.5 Create forms
 - 2.6 Create reports
 - 2.7 Modify the design of reports and forms

- 3. Entering and Modifying Data**
 - 3.1 Enter, edit, and delete records
 - 3.2 Navigate among records
 - 3.3 Find and replace data
 - 3.4 Attach documents to and detach from records
 - 3.5 Import data

- 4. Creating and modifying queries**
 - 4.1 Create queries
 - 4.2 Modify queries

- 5. Presenting and Sharing Data**
 - 5.1 Sort data
 - 5.2 Filter data
 - 5.3 Create and modify charts
 - 5.4 Export data
 - 5.5 Save database objects as other file types
 - 5.6 Print database objects

- 6. Managing and Maintaining Databases**
 - 6.1 Perform routine database operations
 - 6.2 Manage Databases