

Skills Being Measured: Exam 77-885 – MOS Access 2010

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

(www.microsoft.com/learning/en/us/Exam.aspx?ID=77-885&locale=en-us#tab2)

Managing the Access Environment

- **Create and manage a database.**
This objective may include but is not limited to: using Save Object As, Open, Save and Publish, Compact & Repair Database, and Encrypt with Password commands, creating a database from a template, and setting Access options
- **Configure the Navigation Pane.**
This objective may include but is not limited to: renaming objects, deleting objects, and setting Navigation options
- **Apply Application Parts.**
This objective may include but is not limited to: using Blank Forms, Quick Start, and user templates

Building Tables

- **Create tables.**
This objective may include but is not limited to: creating tables in Design View
- **Create and modify fields.**
This objective may include but is not limited to: inserting a field, deleting a field, renaming a field, Hide or Unhide fields, Freeze or Unfreeze fields, modifying data types, modifying the field description, and modifying field properties
- **Sort and filter records.**
This objective may include but is not limited to: using Find, Sort, and Filter commands
- **Set relationships.**
This objective may include but is not limited to: defining Primary Keys, using Primary Keys to create Relationships, and editing Relationships
- **Import data from a single data file.**
This objective may include but is not limited to: importing source data into a new table, appending records to an existing table, and importing data as a linked table

Building Forms

- **Create forms.**
This objective may include but is not limited to: using the Form Wizard, creating a Blank Form, using Form Design Tools, and creating Navigation forms
- **Apply Form Design Tab options.**
This objective may include but is not limited to: using the Themes, Controls, Header/Footer, and Tools groups
- **Apply Form Arrange Tab options.**
This objective may include but is not limited to: using the Table, Move, and Position groups
- **Apply Form Format Tab options.**
This objective may include but is not limited to: using the Background and Control Formatting groups

Creating and Managing Queries

- **Construct queries.**
This objective may include but is not limited to: using Select, Make Table, Append, and Crosstab query types
- **Manage source tables and relationships.**
This objective may include but is not limited to: using the Show Table and Remove Table commands, and creating ad hoc relationships
- **Manipulate fields.**
This objective may include but is not limited to: adding, removing, and rearranging fields, and using Sort and Show options
- **Calculate totals.**
This objective may include but is not limited to: using the Total row and using Group By
- **Generate calculated fields.**
This objective may include but is not limited to: performing calculations, using the Zoom box, and using Expression Builder

Designing Reports

- **Create reports.**
This objective may include but is not limited to: creating a Blank Report, using Report Design Tools, and using the Report Wizard
- **Apply Report Design Tab options.**
This objective may include but is not limited to: using the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups
- **Apply Report Arrange Tab options.**
This objective may include but is not limited to: using the Table, Move, Position, and Sizing & Ordering groups
- **Apply Report Format Tab options.**
This objective may include but is not limited to: adding color, background images, and conditional formatting
- **Apply Report Page Setup Tab options.**
This objective may include, but is not limited to: using the Page Size and Page Layout groups
- **Sort and filter records for reporting.**
This objective may include but is not limited to: using the Find, Sort, and Filter commands, and using view types