

Appendix A

Microsoft Office Specialist exam objectives map

This appendix covers this additional topic:

- ▲ Access 2003 Specialist exam objectives with references to corresponding coverage in Course ILT courseware.

Topic A: Comprehensive exam objectives

Explanation

The following table lists all Access 2003 Specialist exam objectives and provides references to the conceptual material and activities that teach each objective.

<i>Objective number</i>	Objective	Course level	Conceptual information	Supporting activities
AC03S-1-1	Creating databases using Database Wizard	Basic	Unit 2, Topic A, p 4	A-2
AC03S-1-1	Creating blank databases	Basic	Unit 2, Topic A, p 7	A-3
AC03S-1-2	Creating tables using Table Wizard	Basic	Unit 2, Topic C, pp 16-17	C-1
AC03S-1-2	Modifying table properties or structure	Basic	Unit 2, Topic C, p 22 Unit 3, Topic A, pp 2-6	C-3 A-1, A-2, A-3
AC03S-1-3	Creating Lookup fields	Intermediate	Unit 2, Topic A, p 2-3	A-1
AC03S-1-3	Changing field types	Basic	Unit 2, Topic C, p 22 Unit 3, Topic A, p 4	C-3 A-2
AC03S-1-4	Changing field properties to display input masks	Basic	Unit 4, Topic B, p 9	B-1, B-2
AC03S-1-4	Modifying field properties for tables in Table Design view	Basic	Unit 4, Topic A, pp 2-7	A-1, A-2, A-3, A-4
AC03S-1-5	Creating and modifying one-to-many relationship	Intermediate	Unit 1, Topic B, p 10 Unit 1, Topic C, p 17	B-2 C-3
AC03S-1-6	Enforcing referential integrity in a one-to-many relationship	Intermediate	Unit 1, Topic C, pp 16-19	C-2, C-3, C-4, C-5
AC03S-1-7	Creating and modifying Select queries using the Simple Query Wizard	Basic	Unit 5, Topic A, p 4	A-2
AC03S-1-7	Creating and modifying Crosstab, unmatched and duplicates queries	Advanced	Unit 2, Topic A, pp 2-4	A-1, A-2
AC03S-1-8	Creating forms using the Form Wizard	Basic	Unit 6, Topic B, p 9	B-1
AC03S-1-8	Creating auto forms	Basic	Unit 6, Topic A, p 5	A-2
AC03S-1-9	Modifying form properties	Basic	Unit 6, Topic C, p 17	C-4
AC03S-1-9	Modifying specific form controls (e.g., text boxes, labels, bound controls)	Basic	Unit 6, Topic C, p 14	C-2
		Intermediate	Unit 2, Topic B, p 8 Unit 4, Topic A, p 2 Unit 4, Topic B, pp 6-8 Unit 4, Topic D, pp 14-17	B-2 A-1 B-1, B-2 D-2, D-3
AC03S-1-10	Creating reports	Basic	Unit 7, Topic A, pp 5-13	A-2, A-3, A-4, A-5

Objective number	Objective	Course level	Conceptual information	Supporting activities
AC03S-1-11	Adding calculated controls to a report section	Intermediate	Unit 5, Topic B, pp 14-16	B-1, B-2
AC03S-1-12	Creating data access pages using the Page Wizard	Intermediate	Unit 8, Topic B, pp 11-12	B-2
AC03S-2-1	Entering records into a datasheet	Basic	Unit 2, Topic B, p 10 Unit 2, Topic C, p 26	B-2 C-6
AC03S-2-2	Using navigation controls to move among records	Basic	Unit 2, Topic B, p 12	B-3
AC03S-2-3	Importing structured data into tables	Advanced	Unit 4, Topic D, pp 17-18 Unit 5, Topic A, pp 2-4 Unit 5, Topic C, p 9 Unit 5, Topic E, p 19	D-1 A-1, A-2 C-1 E-1
AC03S-3-1	Adding calculated fields to queries in Query Design view	Basic	Unit 5, Topic C, pp 21-22	C-5, C-6
		Intermediate	Unit 3, Topic B, pp 14, 17-18	B-1, B-3
AC03S-3-1	Using aggregate functions in queries (e.g., AVG, COUNT)	Basic	Unit 5, Topic C, p 24	C-7
		Intermediate	Unit 3, Topic C, p 19	C-1
AC03S-3-2	Aligning and spacing controls	Intermediate	Unit 4, Topic C, p 12	C-2
AC03S-3-2	Showing and hiding headers and footers	Basic	Unit 6, Topic C, pp 12-13	C-1
AC03S-3-3	Aligning, resizing and spacing controls	Basic	Unit 7, Topic B, p 15	B-1
		Intermediate	Unit 5, Topic A, p 4 Unit 5, Topic B, p 14	A-2 B-1
AC03S-3-3	Changing margins and page orientation	Basic	Unit 7, Topic B, pp 23-24	B-5
		Intermediate	Unit 5, Topic C, p 19	C-2
AC03S-3-4	Formatting a table or query for display	Intermediate	Unit 3, Topic B, p 16	B-2
AC03S-3-5	Sorting records in tables, queries, forms and reports	Basic	Unit 3, Topic C, pp 12-14 Unit 5, Topic A, p 10 Unit 6, Topic D, p 24 Unit 7, Topic B, p 18	C-1, C-2 A-5 D-2 B-2
AC03S-3-6	Filtering datasheets by form	Basic	Unit 3, Topic C, p 17 Unit 6, Topic D, p 25	C-4 D-3
AC03S-3-6	Filtering datasheets by selection	Basic	Unit 3, Topic C, p 16	C-3
AC03S-4-1	Identifying object dependencies	Advanced	Unit 5, Topic D, pp 14-16	D-1, D-2
AC03S-4-2	Previewing for print	Basic	Unit 7, Topic A, pp 2-3 Unit 7, Topic B, p 15	A-1 B-1

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Objective number	Objective	Course level	Conceptual information	Supporting activities
AC03S-4-2	Using datasheet, PivotChart, Web page and layout views	Basic	Unit 2, Topic B, pp 10-12 Unit 2, Topic C, pp 20-21 Unit 7, Topic B, pp 23-24	B-2, B-3 C-2 B-5
		Intermediate	Unit 7, Topic C, pp 10-11 Unit 8, Topic B, pp 6-7, 17-18	C-1 B-1, B-4
AC03S-4-3	Printing database objects and data	Basic	Unit 7, Topic B, p 28	B-7
AC03S-4-4	Exporting data from Access (e.g., Excel)	Advanced	Unit 4, Topic D, p 20	D-2
AC03S-4-5	Backing up a database	Advanced	Unit 6, Topic A, p 11	A-5
AC03S-4-6	Using Compact and Repair	Advanced	Unit 6, Topic A, p 10	A-4