

# 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.

| <b>Objective number</b> | <b>Objective</b>  | <b>Course level</b>   | <b>Conceptual information</b>   | <b>Supporting activities</b>              |
|-------------------------|---|-----------------------|---|---|
| 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<br>Unit 3, Topic A, pp 2-6  | C-3<br>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<br>Unit 3, Topic A, p 4   | C-3<br>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<br>Unit 1, Topic C, p 17  | B-2<br>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<br>Intermediate | Unit 6, Topic C, p 14<br>Unit 2, Topic B, p 8<br>Unit 4, Topic A, p 2<br>Unit 4, Topic B, pp 6-8<br>Unit 4, Topic D, pp 14-17 | C-2<br>B-2<br>A-1<br>B-1, B-2<br>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                        |

| <b>Objective number</b> | <b>Objective</b>   | <b>Course level</b> | <b>Conceptual information</b>   | <b>Supporting activities</b>  |
|-------------------------|--|---------------------|---|-------------------------------|
| 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<br>Unit 2, Topic C, p 26  | B-2<br>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<br>Unit 5, Topic A, pp 2-4<br>Unit 5, Topic C, p 9<br>Unit 5, Topic E, p 19 | D-1<br>A-1, A-2<br>C-1<br>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<br>Unit 5, Topic B, p 14   | A-2<br>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<br>Unit 5, Topic A, p 10<br>Unit 6, Topic D, p 24<br>Unit 7, Topic B, p 18  | C-1, C-2<br>A-5<br>D-2<br>B-2 |
| AC03S-3-6               | Filtering datasheets by form                             | Basic               | Unit 3, Topic C, p 17<br>Unit 6, Topic D, p 25  | C-4<br>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<br>Unit 7, Topic B, p 15  | A-1<br>B-1                    |

**A-4** Access 2003: Advanced

| <b>Objective number</b> | <b>Objective</b>                                       | <b>Course level</b> | <b>Conceptual information</b>   | <b>Supporting activities</b> |
|-------------------------|--|---------------------|---|------------------------------|
| AC03S-4-2               | Using datasheet, PivotChart, Web page and layout views | Basic               | Unit 2, Topic B, pp 10-12<br>Unit 2, Topic C, pp 20-21<br>Unit 7, Topic B, pp 23-24 | B-2, B-3<br>C-2<br>B-5       |
|                         |  | Intermediate        | Unit 7, Topic C, pp 10-11<br>Unit 8, Topic B, pp 6-7,<br>17-18                      | C-1<br>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                          |