Exam 77-881:

Microsoft Office Specialist: Access 2010

Audience Profile

The typical candidate for the exam works as a user support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Users can create, modify, and extend functionality of basic database objects, including tables, queries, forms, and reports. Users can also construct and modify basic relationships among database entities and can instruct others in basic Access functionality and usage. The Access 2010 user typically is effective in creating, modifying, and personalizing objects. This candidate is capable of working independently on database projects, and can often answer questions from others about databases. Candidates should know and demonstrate how to create or modify a simple Access database and use templates to create basic objects.

Skills Measured

Manage the Access environment

Create and manage a database

Use Save Object As, Open, Save and Publish, Compact and Repair Database, and Encrypt with Password commands, create a database from a template, and set Access options

Configure the Navigation pane

Rename objects, delete objects, and set Navigation options

Apply Application Parts

Use Blank Forms, Quick Start, and user templates

Build tables

Create tables

Create tables in Design view

Create and modify fields

Insert a field, delete a field, rename a field, Hide or Unhide fields, Freeze or Unfreeze fields, modify data types, modify the field description, and modify field properties

Sort and filter records

Use Find, Sort, and Filter commands

Set relationships

Define Primary Keys, use Primary Keys to create Relationships, and edit Relationships

Enter and format text

Use text effects; change the indentation, alignment, line spacing, and direction of text; change the formatting of bulleted and numbered lists; enter text in a placeholder text box; convert text to SmartArt; copy and paste text; use Paste Special, and use Format Painter

Import data from a single data file

Import source data into a new table, append records to an existing table, and import data as a linked table

Build forms

Create forms

Use the Form Wizard, create a blank form, use Form Design tools, and create Navigation forms

Apply Form Design Tab options

Use the Themes, Controls, Header/Footer, and Tools groups

Apply Form Arrange Tab options

Use the Table, Move, and Position groups

Apply Form Format Tab options

Use the Background and Control Formatting groups

Create and manage queries

Construct queries

Use Select, Make Table, Append, and Crosstab query types

Manage source tables and relationships

Use the Show Table and Remove Table commands, and create ad hoc relationships

Manipulate fields

Add, remove, and rearrange fields, and use Sort and Show options

Calculate totals

Use the Total row, and use Group By

Generate calculated fields

Perform calculations, use the Zoom box, and use Expression Builder

Design reports

Create reports

Create a blank report, use Report Design tools, and use the Report Wizard

Apply Report Design Tab options

Use the Themes, Grouping & Totals, Controls, Header/Footer, and Tools groups

Apply Report Arrange Tab options

Use the Table, Move, Position, and Sizing & Ordering groups

Apply Report Format Tab options

Add 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

Use the Find, Sort, and Filter commands, and use view types