

MOS 2013 Study Guide

John Pierce



EXAM 77-424
Microsoft
Access

PUBLISHED BY
Microsoft Press
A Division of Microsoft Corporation
One Microsoft Way
Redmond, Washington 98052-6399

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Library of Congress Control Number: 2013939496
ISBN: 978-0-7356-6919-2

Printed and bound in the United States of America.

First Printing

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Introduction

The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use programs in the Microsoft Office 2013 suite of programs, Microsoft Office 365, and Microsoft SharePoint. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-424: Microsoft Access 2013.

Who this book is for

MOS 2013 Study Guide for Microsoft Access is designed for experienced computer users seeking Microsoft Office Specialist certification in Access 2013.

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answering questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis, for example, using Access at work or school to create and manage databases, build database tables, import and export data, design and run queries, create and format forms, and design detail and summary reports.

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures described in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with not only the procedures included in the section, but also the concepts and tools discussed in the review information. In some cases, graphics depict the tools you will use to perform procedures related to the skill set. Study the graphics and ensure that you are familiar with all the options available for each tool.

How this book is organized

The exam coverage is divided into chapters representing broad skill sets that correlate to the functional groups covered by the exam, and each chapter is divided into sections addressing groups of related skills that correlate to the exam objectives. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. When necessary, we provide practice files you can use to work

through the practice tasks. You can practice the procedures in this book by using the practice files supplied or by using your own files. (If you use your own files, keep in mind that functionality in Access 2013 is limited in files created in or saved for earlier versions of the program.)

Download the practice files

Before you can complete the exercises in this book, you need to download the book’s practice files to your computer. These practice files can be downloaded from the following page:

<http://aka.ms/mosAccess2013/files>

Important The Access 2013 program is not available from this website. You should purchase and install that program before using this book.

If you would like to be able to refer to the completed versions of practice files at a later time, you can save the practice files that you modify while working through the exercises in this book. If you save your changes and later want to repeat the exercise, you can download the original practice files again.

The following table lists the practice files for this book.

Folder and functional group	Files
MOSAccess2013\Objective1 1 Create and manage databases	Marketing_1.accdb
MOSAccess2013\Objective2 2 Build tables	Employees.accdb Marketing_2.accdb Northwind.accdb Tasks.txt
MOSAccess2013\Objective3 3 Create queries	Marketing_3.accdb
MOSAccess2013\Objective4 4 Create forms	Marketing_4.accdb
MOSAccess2013\Objective5 5 Create reports	Marketing_5.accdb

Adapting exercise steps

The screen images shown in this book were captured at a screen resolution of 1024 × 768, at 100 percent magnification. If your settings are different, the ribbon on your screen might not look the same as the one shown in this book. For example, you might have more or fewer buttons in each of the groups, the buttons you have might be represented by larger or smaller icons than those shown, or the group might be represented by a button that you click to display the group's commands. As a result, exercise instructions that involve the ribbon might require a little adaptation. Our instructions use this format:

→ On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list or on a menu, our instructions use this format:

→ On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, on the **Find** menu, click **Advanced Find**.

Tip On subsequent instances of instructions located on the same tab or in the same group, the instructions are simplified to reflect that we've already established the working location.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

If you prefer not to have to adapt the steps, set up your screen to match ours while you read and work through the exercises in this book.

In this book, we provide instructions based on the traditional keyboard and mouse input methods. If you're using the program on a touch-enabled device, you might be giving commands by tapping with a stylus or your finger. If so, substitute a tapping action any time we instruct you to click a user interface element. Also note that when we tell you to enter information, you can do so by typing on a keyboard, tapping an on-screen keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

Get support and give feedback

The following sections provide information about getting help with this book and contacting us to provide feedback or report errors.

Errata

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

<http://aka.ms/mosAccess2013/errata>

If you find an error that is not already listed, you can report it to us through the same page.

If you need additional support, email Microsoft Press Book Support at:

mspinput@microsoft.com

Please note that product support for Microsoft software is not offered through the preceding addresses.

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At Microsoft Press, your satisfaction is our top priority, and your feedback our most valuable asset. Please tell us what you think of this book at:

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The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

Stay in touch

Let's keep the conversation going! We're on Twitter at:

<http://twitter.com/MicrosoftPress>

Taking a Microsoft Office Specialist exam

Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the time and expense of training you.

Microsoft Office Specialist certification

Microsoft Office Specialist certification is designed to assist employees in validating their skills with Office programs. The following certification paths are available:

- A Microsoft Office Specialist (MOS) is an individual who has demonstrated proficiency by passing a certification exam in one or more Office programs, including Microsoft Word, Excel, PowerPoint, Outlook, Access, OneNote, or SharePoint.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has taken his or her knowledge of Office to the next level and has demonstrated by passing a certification exam that he or she has mastered the more advanced features of Word or Excel.

Selecting a certification path

When deciding which certifications you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it
- Whether you have had formal or informal training in the use of that program
- Whether you use most or all of the available program features
- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or worksheet and its content; creating and formatting visual content; or working with SharePoint lists, libraries, Web Parts, and dashboards. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert-level certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and may have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

Test-taking tips

Every MOS certification exam is developed from a set of exam skill standards (referred to as the objective domain) that are derived from studies of how the Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives; see “How this book is organized” in the Introduction for more information.

The MOS certification exams are performance based and require you to complete business-related tasks or projects in the program for which you are seeking certification. For example, you might be presented with a file and told to do something specific with it, or presented with a sample document and told to create it by using resources provided for that purpose. Your score on the exam reflects how well you perform the requested tasks or complete the project within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam. During the exam, the amount of time remaining is shown at the bottom of the exam interface. You can't pause the exam after you start it.
- Pace yourself. At the beginning of the exam, you will receive information about the questions or projects that are included in the exam. Some questions will require that you complete more than one task. Each project will require that you complete multiple tasks. During the exam, the amount of time remaining to complete the questions or project, and the number of completed and remaining questions if applicable, is shown at the bottom of the exam interface.

- Read the exam instructions carefully before beginning. Follow all the instructions provided completely and accurately.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam question unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
- When performing tasks to complete a project-based exam, save your work frequently.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.

Certification benefits

At the conclusion of the exam, you will receive a score report, indicating whether you passed the exam. If your score meets or exceeds the passing standard (the minimum required score), you will be contacted by email by the Microsoft Certification Program team. The email message you receive will include your Microsoft Certification ID and links to online resources, including the Microsoft Certified Professional site. On this site, you can download or order a printed certificate, create a virtual business card, order an ID card, view and share your certification transcript, access the Logo Builder, and access other useful and interesting resources, including special offers from Microsoft and affiliated companies.

Depending on the level of certification you achieve, you will qualify to display one of three logos on your business card and other personal promotional materials. These logos attest to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.



Using the Logo Builder, you can create a personalized certification logo that includes the MOS logo and the specific programs in which you have achieved certification. If you achieve MOS certification in multiple programs, you can include multiple certifications in one logo.

For more information

To learn more about the Microsoft Office Specialist exams and related courseware, visit:

<http://www.microsoft.com/learning/en/us/mos-certification.aspx>

Exam 77-424

Microsoft Access 2013

This book covers the skills you need to have for certification as a Microsoft Office Specialist in Microsoft Access 2013. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1** Create and manage databases
 - 2** Build tables
 - 3** Create queries
 - 4** Create forms
 - 5** Create reports
-

With these skills, you can create, populate, and manage the types of databases most commonly used in a business environment.

Prerequisites

We assume that you have been working with Access 2013 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for this Microsoft Office Specialist exam.

The certification exam and the content of this book address the processes of designing and building Access databases. We assume that you are familiar with the Microsoft Office ribbon and that you understand basic Access features—for example, that you know how to enter and edit data. We also assume you are familiar with the definition and function of relational databases and database objects such as tables and forms. To

provide context and an opportunity for review, the following list provides brief explanations of five important terms.

- **Relationship** Helps maintain the integrity of the information in a database and also reduce data redundancy. You can create several types of relationships between tables in an Access database. In a one-to-many relationship, a record in one table can be related to one or many records in another. You can also create one-to-one relationships and many-to-many relationships. Relationships are created by linking a table's foreign key (a customer ID field in an order table) with another table's primary key (the customer ID field in the customer table). Relationships protect data integrity by preventing you from creating orphan records (for example, an order with no customer). Relationships help reduce data redundancy by letting you store information in separate tables that you link together. For example, you can create a customer table and then relate each order in an order table to the record for a particular customer. This prevents you from having to enter a custom record for each separate order.
- **Table** Defines the data stored in a database. Tables are composed of fields, and each field is defined as a particular data type (text, number, date, or another data type). Each field also has certain properties. For example, you can specify that a field is required. You can also define the size of a field (such as the maximum number of characters a field can contain). Users of a database fill in fields (and must fill in required fields) with values to create a record in the database. In most tables, each record is identified by a unique value called a *primary key*, which might be a single field (such as a product ID) or a combination of fields.
- **Query** Can be used to select records that meet specific criteria and to perform actions such as updating a group of records. To build a select query, you add fields from one or more tables and then define criteria that Access uses to retrieve the records you want to view. For example, you might want to retrieve records with a certain value in a date field (all records created after 1/1/2014, for example) or records associated with a specific project. Using criteria, you can also create and run action queries that insert, update, or delete selected records.
- **Form** Used to display, enter, and edit data. Forms are often bound to tables (or to queries) as a record source. Forms use controls such as text boxes, check boxes, and list boxes to provide a user interface for a database. Forms can also be used to confirm and execute database operations and to navigate from one database object to another. Access provides several built-in form designs, a gallery of form controls, and tools you use to design and lay out a form.
- **Report** Used to share and present data and to summarize data for a specific field or fields. You might print reports for a meeting or distribute them electronically as a PDF file or in email.

1 Create and manage databases

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Access 2013 relate to creating and managing databases. Specifically, the following objectives are associated with this set of skills:

- 1.1 Create new databases
 - 1.2 Manage relationships and keys
 - 1.3 Navigate through databases
 - 1.4 Protect and maintain databases
 - 1.5 Print and export databases
-

Many of the operations and tasks involved in creating and managing Access databases originate in the Backstage view. The New page presents many templates that you can use to create a database and a search box that lets you locate other templates. You can use the Save As page to back up a database and to save a database in a file format that's compatible with an earlier version of Access. The Info page provides commands that help you maintain and secure a database.

This chapter guides you in studying how to perform these operations and describes other important concepts and techniques involved in creating and managing an Access database—how to set and manage relationships between Access tables, how to navigate through a database, and how to export the data you store in Access to other programs and to other formats.

Practice Files To complete the practice tasks in this chapter, you need the practice files contained in the MOSAccess2013\Objective1 practice file folder. For more information, see "Download the practice files" in this book's Introduction.

1.1 Create new databases

When you start Access (provided that you don't open a database you've used recently or double-click a database file), the program opens to its startup screen. Along the left side of the window, Access displays a list of recent files and a link you can use to open other files. Most importantly, the startup screen displays a set of thumbnails for templates you can use to create a variety of desktop databases or Access web apps (a type of database stored in the cloud). In addition to the templates for specific types of databases, Access provides an option for creating a blank desktop database or a custom (blank) web app. The same template thumbnails are displayed on the New page in the Backstage view.

Tip The templates shown by default include those for asset and issue tracking, project and task management, and contacts. For each category, a thumbnail is included for a desktop database and for an Access web app.

At the top of the window is the search box, with the prompt "Search for online templates," and just below the search box is an array of suggested search terms. Click one of the suggested search terms, or use the search box to locate other templates that might be available.

Access databases are made up of database objects, including tables, queries, forms, reports, and supporting objects (such as macros). Templates come with database objects in place. The Project Management desktop template, for example, includes tables that define records for common tasks (tasks that occur in more than one project), project details, and task definitions, and other tables. This template also includes several queries (such as one to view open projects); forms for working with data such as project, employee, and task details; and several reports (such as Tasks By Assigned To).

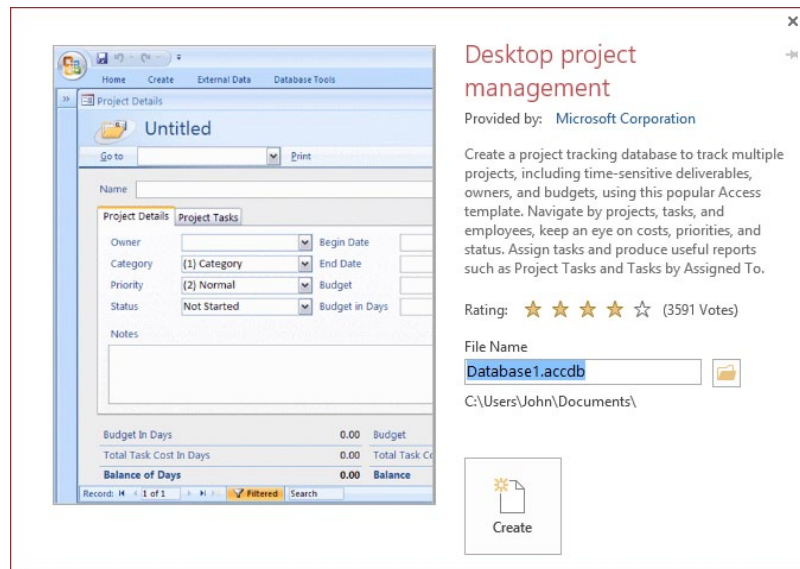
Tip Access 2013 includes the Northwind sample database, which has been part of Access for many versions of the program. The Northwind database provides examples of features, including a login dialog box, and sample macros and Microsoft Visual Basic for Application (VBA) modules. Use the search box to find the Northwind database (the thumbnail identifies the database as the Desktop Northwind 2007 Sample Database), and then refer to it when you're looking for a particular solution, or just work with it from time to time to gain an understanding of the extent of the work you can do in Access.

The following sections provide more details about creating a desktop database and an Access web app by using a template as your starting point. This section also describes the tools for creating tables, forms, and other objects when you start with a blank

database; how to build and add to a database by using application parts; and how to create a database that uses an earlier Access file format.

Creating desktop databases

When you click a thumbnail for a desktop database template on the startup screen, Access displays a window that provides a description of the template and indicates the initial file size and a rating. (You can use the arrows that appear to the left and right of this window to browse through the set of templates.)



By default, Access names files by using *Databasen*, where *n* is a number such as 1 or 2. Enter a descriptive name, and then click the folder icon to select a folder, other than the default Documents folder, in which to store the database file. When you click Create, Access prepares the template and opens the new database. (Depending on your security settings, you might need to click Enable Content in the Message Bar to work with VBA macros.)

In most cases, Access displays a default table or opens a form for data input. Along the left side of the window is the Access Navigation pane. If the Navigation pane is collapsed, click the chevron at the top of the pane to view the database objects included in this template.

See Also For more information about how to view objects in the Navigation pane, see the “Configuring the Navigation pane” topic in section 1.3, “Navigate through databases.”

A template is designed to provide each object and feature you need, but you can also create additional objects for the database. To create database objects, you work with options on the ribbon’s Create tab, which includes command groups related to tables, queries, forms, reports, and macros and code modules. The Create tab is also the starting point for working with application parts.

See Also For more information about application parts, see the “Working with application parts” topic later in this section.

Tip If you base your database on a template, you can begin entering data by using one of the default tables and forms. You can also use commands in the Import & Link group on the External Data tab to import data into your database. For more information, see the “Importing data into a table” topic in section 2.1, “Create a table.”

If you prefer to start from scratch and create your own desktop database, on the startup screen or the New page, click Blank Desktop Database. A blank database opens with the Navigation pane expanded. Access also creates a single default database object, called *Table1*, which serves as a starting point. (To give the table a more meaningful name, right-click *Table1* in the Navigation pane, and then click Rename.) In a new blank database, Access also displays the field list, which is empty at this point. After you define fields for the tables in your database, you use the field list to add fields to queries, forms, and other database objects.

► To create a desktop database

1. On the startup screen or the **New** page, click a template thumbnail (use the search box to locate a template that’s not displayed) or click **Blank desktop database**.
2. In the **File Name** box, enter a name for the database.
3. Click the folder icon to the right of the **File Name** box if you want to store the database in a location other than your **Documents** folder.
4. Click **Create**. Access prepares the template and opens the new database.
5. If the Message Bar appears with a security warning, click **Enable Content**.