



Keeping  
Projects on  
Track is Easy.

## Microsoft Office Specialist Access 2013



Introducing new project-based testing for Microsoft Office Specialist Access 2013.

The new Access 2013 certification exam uses practical, performance-based scenarios to evaluate their real-world capabilities with project and standards-based outcome testing.

Certified candidates will demonstrate their ability to use principle Access 2013 features to independently create custom, browser-based database applications. Tasks will include creating and managing a database, building tables, creating queries, creating forms and creating reports.

The 2013 exam is more relevant than past exams, featuring comprehensive, project-based testing. This means candidates are responsible for demonstrating the ability to complete a realistic Microsoft Office Specialist Access 2013 project.

Certiport makes Access certification as easy as 1-2-3 with a unique, three step pathway:

### Learn

Learn how to use Microsoft Office using content-rich materials including textbooks, online eCourseware, and video resources.

### Practice

Practice using interactive exam preparation tools and practice exams.

### Certify

Certify and validate skills taking Certiport performance-based exams.

**Microsoft**  
Office Specialist

**Authorized Testing Center**

**Downtown Center**

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## Student Learning Outcomes (SLOs)



### **1. Managing the Access Environment**

- 1.1. Create and manage a database.
- 1.2. Configure the Navigation Pane.
- 1.3. Apply Application Parts.

### **2. Building Tables**

- 2.1. Create tables.
- 2.2. Create and modify fields.
- 2.3. Sort and filter records.
- 2.4. Set relationships.
- 2.5. Import data from a single data file.

### **3. Building Forms**

- 3.1. Create forms.
- 3.2. Apply Form Design Tab options.
- 3.3. Apply Form Arrange Tab options.
- 3.4. Apply Form Format Tab options.

### **4. Creating and Managing Queries**

- 4.1. Construct queries.
- 4.2. Manage source tables and relationships.
- 4.3. Manipulate fields.
- 4.4. Calculate totals.
- 4.5. Generate calculated fields.

### **5. Designing Reports**

- 5.1. Create reports.
- 5.2. Apply Report Design Tab options.
- 5.3. Apply Report Arrange Tab options.
- 5.4. Apply Report Format Tab options.
- 5.5. Apply Report Page Setup Tab options.
- 5.6. Sort and filter records for reporting.