Microsoft Access Expert (Office 2019): Exam MO-500

The Microsoft Office Specialist: Access Expert Certification demonstrates competency in database design principles. The exam covers the ability to create and maintain Access Database objects including tables, relationships, data entry forms, multilevel reports, and multi-table queries.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Access and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.

Objective Domains

Manage Databases

1.1 Modify database structure

- 1.1.1 Import objects or data from other sources
- 1.1.2 Delete database objects
- 1.1.3 Hide and display objects in the Navigation Pane

1.2 Manage table relationships and keys

- 1.2.1 Understand relationships
- 1.2.2 Display relationships
- 1.2.3 Set Primary Keys
- 1.2.4 Enforce referential integrity
- 1.2.5 Set foreign keys

1.3 Print and export data

- 1.3.1 Configure print options for records, forms, and reports
- 1.3.2 Export objects to alternative formats

© 2019 Certiport, Inc. Certiport and the Certiport logo are registered trademarks of Certiport Inc. All other trademarks and registered trademarks are the property of their respective holders.

Create and Modify Tables

2.1 Create tables

- 2.1.1 Import data into tables
- 2.1.2 Create linked tables from external sources
- 2.1.3 Import tables from other databases

2.2 Manage tables

- 2.2.1 Hide fields in tables
- 2.2.2 Add total rows
- 2.2.3 Add table descriptions

2.3 Manage table records

- 2.3.1 Find and replace data
- 2.3.2 Sort records
- 2.3.3 Filter records

2.4 Create and modify fields

- 2.4.1 Add and remove fields
- 2.4.2 Add validation rules to fields
- 2.4.3 Change field captions
- 2.4.4 Change field sizes
- 2.4.5 Change field data types
- 2.4.6 Configure fields to auto-increment
- 2.4.7 Set default values
- 2.4.8 Apply built-in input masks

Create and Modify Queries

3.1 Create and run queries

- 3.1.1 Create simple queries
- 3.1.2 Create basic crosstab queries
- 3.1.3 Create basic parameter queries
- 3.1.4 Create basic action queries
- 3.1.5 Create basic multi-table queries
- 3.1.6 Save queries
- 3.1.7 Run queries

3.2 Modify queries

- 3.2.1 Add, hide, and remove fields in queries
- 3.2.2 Sort data within queries
- 3.2.3 Filter data within queries
- 3.2.4 Format fields within queries

Modify Forms in Layout View

4.1 Configure form controls

- 4.1.1 Add, move, and remove form controls
- 4.1.2 Set form control properties
- 4.1.3 Add and modify form labels

4.2 Format forms

- 4.2.1 Modify tab order on forms
- 4.2.2 Sort records by form field
- 4.2.3 Modify form positioning
- 4.2.4 Insert information in form headers and footers
- 4.2.5 Insert images on forms

Modify Reports in Layout View

5.1 Configure report controls

- 5.1.1 Group and sort fields on reports
- 5.1.2 Add report controls
- 5.1.3 Add and modify labels on reports

5.2 Format reports

- 5.2.1 Format a report into multiple columns
- 5.2.2 Modify report positioning
- 5.2.3 Format report elements
- 5.2.4 Change report orientation
- 5.2.5 Insert information in report headers and footers
- 5.2.6 Insert images on reports

Microsoft

© 2019 Certiport, Inc. Certiport and the Certiport logo are registered trademarks of Certiport Inc. All other trademarks and registered trademarks are the property of their respective holders.