

Exam 70-605:  
Using Microsoft® Office  
Access 2007

- 1. Structuring a Database**
  - 1.1. Define data needs and types
  - 1.2. Define and print table relationships
  - 1.3. Add, set, change, or remove primary keys
  - 1.4. Split databases
- 2. Creating and Formatting Database Elements**
  - 2.1. Create databases
  - 2.2. Create tables
  - 2.3. Modify tables
  - 2.4. Create fields and modify field properties
  - 2.5. Create forms
  - 2.6. Create reports
  - 2.7. Modify the design of reports and forms
- 3. Entering and Modifying Data**
  - 3.1. Enter, edit, and delete records
  - 3.2. Navigate among records
  - 3.3. Find and replace data
  - 3.4. Attach documents to and detach from records
  - 3.5. Import data
- 4. Creating and modifying queries**
  - 4.1. Create queries
  - 4.2. Modify queries
- 5. Presenting and Sharing Data**
  - 5.1. Sort data
  - 5.2. Filter data
  - 5.3. Create and modify charts
  - 5.4. Export data
  - 5.5. Save database objects as other file types
  - 5.6. Print database objects
- 6. Managing and Maintaining Databases**
  - 6.1. Perform routine database operations
  - 6.2. Manage Databases