Objective Domain	
1	**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

2	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

3	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 a Query**
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

4	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

5	Modify Reports in Layout View
5.1	Create a Report
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