

Overview

Multi-choice test that measures the knowledge and basic understanding of MS Access programming.

	Relevant Job Roles	Administrative Services Manager, Sales Manager, General and Operations Manager, Marketing Manager, Business Analyst, Consultant
Details	Language	English (US)
	Average Testing Time (minutes)	07 minutes
	Allowed Time (minutes)	15 minutes
	Maximum Number of Questions	15 questions
	Number of Sitzings	One
	Test Type	Multiple Choice - CTT
	Sector	Software Skills
	Scores Reported	<ul style="list-style-type: none">• Overall Score• Introduction to MS Access• Forms and Views• Queries• Reporting
	O*NET Competency	Database User Interface and Query Software

Knowledge, Skills, Abilities And Competencies Measured

The following areas are covered:

- Forms and controls
- Views
- Microsoft Access 2010
- Navigating through MS Access
- Joins and relationships
- Using criteria, operators, and wildcards
- Advanced formatting
- Creating simple report
- Exporting and importing data
- Summarizing data
- Filter and sort