The Microsoft Office Specialist Exam and This Text

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OBJECTIVE			TEXT LOCATION
1	**Manage Databases**		
1.1	Modify Database Structure		
	1.1.1	Import objects or data from other sources	pp. 31–32 Importing Data Sources, pp. 232–233 Importing Reports into a Database, pp. 308–309 Importing Data from Excel Files, and pp. 314–315 Importing HTML Files
	1.1.2	Delete database objects	pp. 333–334 Deleting Database Objects
	1.1.3	Hide and display objects in the Navigation Pane	pp. 270–273 Customizing the Navigation Pane
1.2	Manage Table Relationships and Keys		
	1.2.1	Understand relationships	p. 132 Relationship Types
	1.2.2	Display relationships	pp. 132–133 Adding and Modifying Relationships
	1.2.3	Set Primary Keys	pp. 25–27 Primary Key Fields *and* DYS A1-D3
	1.2.4	Enforce referential integrity	p. 32 Referential Integrity *and* p. 134 Referential Integrity Requirements
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1.3	Print and Export Data		
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	1.3.2	Export objects to alterative formats	pp. 301–307 Integrating Access with Word, pp. 311–312 Exporting Access to Excel, *and* pp. 313–314 Exporting Access Objects as Web Pages
2	**Create and Modify Tables**		
2.1	Create Tables		
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	2.1.2	Create linked tables from external sources	pp. 31–32 Importing Data Sources *and* pp. 309–310 Linking an Excel Worksheet to an Access Database
	2.1.3	Import tables from other databases	pp. 31–32 Importing Data Sources, pp. 308–309 Importing Data from Excel Files, *and* pp. 314–315 Importing HTML Files
2.2	Manage Tables		
	2.2.1	Hide fields in tables	p. 74 Creating a Select Query Using Query Design View, p. 82 DYS A3-D7, *and* pp. 141–142 Moving and Hiding Data Columns
	2.2.2	Add total rows	pp. 83–85 Calculated Fields
	2.2.3	Add table descriptions	p. 27 Creating Tables in Design View *and* pp. 28–30 DYS A1-D4

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