



Department of Business and Office Administration

COURSE OUTLINE – WINTER 2018

OA1155 A3 ACCESS AND POWERPOINT EXPERT

3 (3-0-1.5) 67.5 hours 15 weeks

Monday Wednesday Friday 8:30 – 10 a.m.

Instructor Sharron Barr

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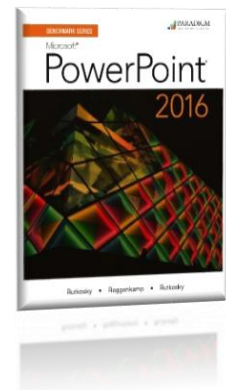
Office Hours Please email or call me for an appointment or help anytime.

Prerequisite(s)/co requisite(s):

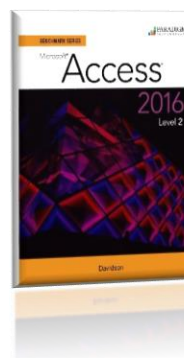
OA1145

Required Text/Resource Materials:

- 1) Benchmark Series: Microsoft PowerPoint 2016, Nita Rutkosky, Pierce College Puyallup; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup, - Text and Workbook EMC Paradigm, 2016
- 2) Microsoft OneNote Step by Step, Curtis Frye
ISBN-13: 9780735697812 ©2016 • Paper, 320 pp



- 3) **Benchmark Series: Microsoft Access 2016 Level 2**, Nita Rutkosky, Pierce College Puyallup; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup, - Text and Workbook EMC Paradigm, 2016



Description:

This course covers expert level concepts and techniques of Microsoft Access and PowerPoint through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification – Access and PowerPoint. Students will be also expected to become familiar with OneNote.

Credit/Contact Hours:

3 credits – 67.5 hours

Delivery Mode(s):

This course will take place in a computer lab setting. Lectures will occur at the beginning of each new chapter and will cover all the concepts introduced in that chapter.

Grading Criteria:

Daily attendance is essential. More than 3 missed classes may result in a recommendation of debarred from exams. All assignments must be completed in order to get a grade in this course.

<i>GRADED WORK</i>		<i>WEIGHTING</i>
<i>Microsoft Access Assignments and Unit Tests</i>		20%
Text Assignments	10%	
Level 2 Unit 1 Test	5%	
Level 2 Unit 2 Test	5%	
<i>Microsoft PowerPoint Assignments and Unit Tests</i>		20%
Text Assignments	10%	
Level 2 Unit 1 Test	5%	
Level 2 Unit 2 Test	5%	
<i>Microsoft OneNote Assignments and Quizzes</i>		10%
★ <i>Microsoft Access MOS Certificate or Course Final</i>		25%
★ <i>Microsoft PowerPoint MOS Certification or Course</i>		25%
TOTAL		100.00%

MICROSOFT OFFICE CERTIFICATION

★ This courses provide instruction and practice in the concepts required to successfully pass the Microsoft Office Certification Access and PowerPoint Exam. Students should



be aware that there is an extra cost component attached to each Microsoft Office Certification Exam.

Microsoft Office Specialist certification enhances academic performance while providing students with a substantial advantage in their higher learning and workforce pursuits.

Students who earn their Microsoft Office Specialist certification will be rewarded with heightened confidence, credibility and

differentiation in increasingly competitive academic and workforce environments. They will be qualified to meet greater challenges, possessing the knowledge and ability to be more productive and share information in a compelling, intuitive manner.

**Office Admin Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C ⁻	1.7	60 – 63	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!






Learning Outcomes:





Upon completion of the course students will obtain the following skills:

Microsoft Access

Access 2016 Level 2, Chapter 1 Designing the Structure of Tables








After completing this chapter you will be able to:

-  Design the structure of a table to optimize efficiency and accuracy of data
-  Select the appropriate field data type based on analysis of the source data
-  Disallow blank field values
-  Allow or disallow zero-length strings in a field
-  Create a custom format for ShortText, numeric, and Date/Time data type fields

-  Create a custom input mask
-  Define a rich text formatting for a Long Text data type field
-  Store the history of changes to a Long Text data type field
-  Define and use an Attachment data type field with multiple attachments














Access 2016 Level 2, Chapter 2 Building Relationships and Lookup Fields

After completing this chapter you will be able to:

-  Create and edit relationships between tables, including one-to-many, one-to-one, and many-to-many relationships
-  Define a table with a multiple-field primary key
-  Create and modify a lookup field to populate records with data from another table
-  Create a lookup field that allows having multiple values in records
-  Create single-field and multiple-field indexes
-  Define the term normalization
-  Determine if a table is in first, second, or third normal form














Access 2016 Level 2, Chapter 3 Advanced Query Techniques

After completing this chapter you will be able to:

-  Save a filter as a query
-  Create and run a parameter query to prompt for criteria
-  Add tables to and remove tables from a query
-  Create an inner join, left join, and right join to modify query results
-  Create a self-join to match two fields in the same table
-  Create a query that includes a subquery
-  Create a query that uses conditional logic
-  Assign an alias to a table name and a field name
-  Select records using a multiple-value field in a query
-  Create a new table using a make-table query
-  Remove records from a table using a delete query
-  Add records to the end of an existing table using an append query
-  Modify records using an update query















Access 2016 Level 2, Chapter 4 Creating and Modifying Tables in Design View

Upon completion of this chapter you will be able to:

-  Create a table in Design view
-  Assign a default value
-  Use the Input Mask Wizard and the Lookup Wizard
-  Validate field entries
-  Insert, move, and delete fields in Design view
-  Insert a Total row
-  Sort records in a table
-  Print selected records in a table
-  Complete a spelling check
-  Find specific records in a table
-  Find and replace data in records in a table
-  Apply text formatting
-  Use the Help feature













Access 2016 Level 2, Chapter 5 Creating and Using Custom Reports

After completing this chapter you will be able to:

-  Create a custom report in Design view using all five report sections
-  Move, size, format, and align control objects
-  Insert a subreport into a report
-  Add page numbers and date and time controls
-  Add graphics to a report
-  Group records including adding functions and totals
-  Add and format a calculated field to a custom report
-  Modify section or group properties to control print options
-  Create and modify charts in a report
-  Create a blank report
-  Add hyperlinks and list boxes to a report
-  Change the shape of a tab control
-  Change the tab order of fields
-  Insert a subform into a report












Access 2016 Level 2, Chapter 6 Using Access Tools and Managing Objects

After completing this chapter you will be able to:

-  Create a new database using a template
-  Add a group of objects to a database using an Application Parts template
-  Save a database as a template
-  Create a new form using an Application Parts Blank Form
-  Create a form to be used as a template in a database
-  Create a table by copying the structure of another table
-  Evaluate a table using the Table Analyzer Wizard
-  Evaluate a database using the Performance Analyzer
-  Split a database
-  Print documentation about a database using the Database Documenter
-  Rename and delete objects
-  Create a database using templates, Application Parts, Quick Start, and wizards














Access 2016 Level 2, Chapter 7 Automating, Customizing, and Securing Access

After completing this chapter you will be able to:

-  Create, run, edit, and delete a macro
-  Assign a macro to a command button on a form
-  View macro code created for a command button in a form's Property Sheet task pane
-  Convert a macro to Visual Basic
-  Create and edit a Navigation form
-  Change database startup options
-  Show and hide the Navigation pane
-  Customize the Navigation pane by hiding objects
-  Define error-checking options
-  Import and export customizations
-  Customize the ribbon

Access 2016 Level 2, Chapter 8 Integrating Access Data

After completing this chapter you will be able to:



















-  Create and restore a backup database file
-  Create an ACCDE database file
-  View Trust Center settings
-  Import data from another Access database
-  Link to a table in another Access database
-  Determine when to import from versus link to external sources
-  Reset or refresh links using Linked Table Manager
-  Import data from a text file
-  Save import specifications
-  Export data in an Access table or query as a text file
-  Save and run export specifications
-  Export an object as an XPS document
-  Create a database in an older format







Microsoft PowerPoint

Unit 1 Create and Format PowerPoint Presentations






















Chapter 1 Prepare a PowerPoint Presentations

Upon completion of this chapter you will be able to:

-  Create a PowerPoint Presentation
-  Open a Presentation
-  Open a Presentation from the Recent Presentations List
-  Save a Presentation to a Recent List
-  Run a Presentation
-  Close a Presentation
-  Plan a Presentation
-  Create a Presentation
-  Use a Design Theme Template
-  Create Slides in a Presentation
-  Choose a Slide Layout
-  Insert a New Slide
-  Save a Presentation
-  Change Views
-  Navigate in a Presentation
-  Print and Preview a Presentation
-  Run a Slide Show
-  Apply a Design Theme and Color Variant





-  Delete a Presentation
-  Prepare a Presentation from a Blank Presentation
-  Prepare a Presentation in Outline View
-  Add Transition and Sound Effects
-  Remove Transitions and Sounds
-  Advance Slides Automatically


















Chapter 2 Modify a Presentation and Use Help

-  Upon completion of this chapter you will be able to:
-  Check Spelling
-  Use the Thesaurus
-  Manage Text in Slides
-  Insert and Delete Text in Slides
-  Find and Replace Text in Slides
-  Cut, Copy, and Paste Text in Slides
-  Rearrange Text in the Outline Pane
-  Size and Rearrange Placeholders in a Slide
-  Manage Slides
-  Insert and Delete Slides
-  Move Slides
-  Copy a Slide
-  Copy a Slide between Presentations
-  Duplicate Slides
-  Reuse Slides
-  Create Sections within a Presentation
-  Customize the Quick Access Toolbar
-  Use Help
-  Get Help on a Button
-  Get Help in a Dialog Box or Backstage Area

Chapter 3 Format Slides















Upon completion of this chapter you will be able to:








-  Format a Presentation
-  Apply Font Format
-  Format with Format Painter
-  Format Paragraphs

-  Fit Contents in a Placeholder
-  Customize Paragraphs
-  Customize Columns
-  Rotate and Vertically Align Text
-  Customize Bullets
-  Customize Number
-  Customize Placeholders
-  Customize Placeholders at the Format Shape Task Pane
-  Change Page Setup
-  Modify Theme Colors and Forms
-  Customize Slide Backgrounds
-  Create Custom Themes
-  Create Custom Theme Colors
-  Create Custom Theme Fonts
-  Save a Custom Theme
-  Edit Custom Themes
-  Delete Custom Themes

Chapter 4 Insert Elements in Slides

Upon completion of this chapter you will be able to:





















-  Insert and Format Text Boxes
-  Format a Text Box
-  Select Multiple Objects
-  Align Text Boxes
-  Set Tabs in a Text Box
-  Insert, Format, and Copy Shapes
-  Display Rulers, Gridlines, and Guides
-  Merge Shapes
-  Group/Ungroup Objects
-  Insert an Image
-  Customize and Format an Image
-  Size, Crop, and Move an Image
-  Arrange Images
-  Insert a Picture as a Slide Background

-  Insert an Image from Office.com
-  Size, Rotate, and Position Objects
-  Copy Objects within and between Presentations
-  Create Screenshots
-  Create and Format WordArt Text
-  Insert Symbols
-  Insert Headers and Footers

Unit 2 Customize and Enhance PowerPoint Presentations



Chapter 5 Create Tables, Charts, and SmartArt Graphics






Upon completion of this chapter you will be able to:

-  Create a Table
-  Enter Text in Cells
-  Select Cells
-  Change Table Design
-  Change Table Layout
-  Insert an Excel Spreadsheet
-  Draw a Table
-  Create SmartArt
-  Modify SmartArt
-  Format SmartArt
-  Convert Text and WordArt to a SmartArt Graphic
-  Insert Text in the Text Pane
-  Convert a SmartArt Graphic to Text or Shapes
-  Create a Chart
-  Format with Chart Buttons
-  Change Chart Design
-  Format a Chart and Chart Elements
-  Create a Photo Album
-  Edit and Format a Photo Album
-  Format Pictures





























Chapter 6 Use Action Buttons






Upon completion of this chapter you will be able to:

-  Use VIEW Tab Options
-  Change the Zoom

-  Manage Windows
-  View in Color and Grayscale
-  Insert Action Buttons
-  Apply an Action to an Object
-  Insert Hyperlinks



























Chapter 7 Apply Custom Animation and Set Up Shows

-  Apply and Remove Animations
-  Apply Animation Effects
-  Apply Animations with Animation Painter
-  Modify Animation Effects
-  Reorder Items
-  Customize Animation Effects at the Animation Pane
-  Apply Sound to Animations
-  Apply a Build
-  Animate Shapes and Images
-  Animate a SmartArt Graphic
-  Animate a Chart
-  Create a Motion Path
-  Apply a Trigger
-  Set Up a Slide Show
-  Run a Presentation without Animation
-  Set Up a Presentation to Loop Continuously
-  Set Automatic Times for Slides
-  Record Narration
-  Hide Slides
-  Manage Monitors
-  Use Presenter View
-  Present a Presentation Online
-  Create a Custom Show
-  Run a Custom Show
-  Edit a Custom Show
-  Print a Custom Show
-  Insert Audio and Video Files
-  Insert an Audio File

-  Insert a Video File
-  Optimize and Compress Audio and Video Files
-  Show and Hide Media Controls
-  Trim a Video File
-  Play an Audio File throughout a Presentation

Chapter 8 Integrate, Share, and Protect Presentations




Upon completion of this chapter you will be able to:

-  Import a Word Outline
-  Copy and Paste Data
-  Share Presentations
-  Export Presentations
-  Save a Presentation in the PDF or XPS Formats
-  Create a Video of a Presentation
-  Package a Presentation
-  Export a Presentation to a Word Document
-  Save a Presentation in a Different Format
-  Embed and Link Objects
-  Embed Objects
-  Link Objects
-  Edit Linked Objects
-  Download Templates
-  Compare and Combine Presentations
-  Manage Comments
-  Manage Presentation Information
-  Manage Presentation Properties
-  Protect a Presentation
-  Encrypt a Presentation
-  Add a Digital Signature
-  Inspect a Presentation
-  Check the Accessibility of a Presentation
-  Check the Compatibility of a Presentation
-  Manage Versions
-  Customize PowerPoint Options

Microsoft OneNote






Chapter 1: Manage notebooks, sections, and pages

Upon completion of this chapter you will be able to:

-  Create and manage OneNote notebooks
-  Create and manage notebook sections
-  Create and manage notebook pages









Chapter 2: Create and format notes

Upon completion of this chapter you will be able to:

-  Create, cut, and copy notes
-  Apply text formatting to notes
-  Create lists and outlines
-  Change paragraph formatting
-  Delete formatting and items





Chapter 3: Work with your notes

Upon completion of this chapter you will be able to:

-  Create quick notes
-  Add tables
-  Attach files and printouts
-  Add images and screen clippings
-  Create links to resources
-  Record audio and video notes
-  Insert time and date stamps
-  Add symbols and equations





Chapter 4: Add ink and shapes to a notebook

Upon completion of this chapter you will be able to:

-  Add notes by using ink
-  Select, view, and erase ink
-  Convert ink to text and mathematical expressions
-  Create and format shapes






Chapter 5: Review and password-protect notebook text

Upon completion of this chapter you will be able to:

-  Check spelling
-  Set AutoCorrect options
-  Translate and research text
-  Password-protect sections





Chapter 6: Manage views, windows, and page versions

Upon completion of this chapter you will be able to:

-  Manage notebook views and links
-  Extend your view by zooming and adding windows
-  Control page setup
-  Review notes by author and read status
-  Manage page versions and history






Chapter 7: Organize notes by using tags and categories

Upon completion of this chapter you will be able to:

-  Add and remove tags
-  Create and modify tags
-  Search by tag
-  Summarize tagged notes



Chapter 8: Print and share notebooks and pages

Upon completion of this chapter you will be able to:

-  Preview and print notebook content
-  Export pages, sections, and notebooks
-  Send pages to colleagues
-  Share notebooks by using OneDrive
-  Share notebooks by using SharePoint




Chapter 9: Use OneNote with Outlook and Excel

Upon completion of this chapter you will be able to:

-  Define Outlook tasks and display meeting details in OneNote
-  Insert Excel spreadsheets on notebook pages





Chapter 10: Manage OneNote options and the interface

Upon completion of this chapter you will be able to:

-  Set OneNote app options
-  Customize the Quick Access Toolbar
-  Customize the ribbon

Chapter 11: Enhance OneNote by using the Onetastic add-in

Upon completion of this chapter you will be able to:

-  Download and install the Onetastic add-in
-  Manage notebooks by using OneCalendar
-  Manage pages and styles by using Onetastic
-  Manage content, images, and tables by using Onetastic

Policy on Cell Phones and Social Media Applications

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs.

Course Timeline and Schedule:

Week	Class	Chapter	Lesson Plan File	Description
1	Class 1	Getting Started Level 2, Ch 1	AccessExpert-L2-Class01	Please read: Course Outline Course Schedule Welcome Documents Chapter 1 Overview Read Chapter 1 Designing the Structure of Tables Do: End of Projects and End of Chapter Exercises Due: Friday, 6 p.m. Week 1
	Class 2	Level 2, Ch 1	AccessExpert-L2-Class02	Designing the Structure of Table Continued
	Class 3	Level 2, Ch 2	AccessExpert-L2-Class03	Overview of Chapter 2 Designing and Building Relationships and Lookup Fields Do: Do Projects and End of Chapter Exercises Due: Friday, 6 p.m. Week 1
2	Class 5	Level 2, Ch 3	AccessExpert-L2-Class05	Overview of Chapter 3 Advanced Query Techniques
	Class 6	Level 2, Ch 3	AccessExpert-L2-Class06	Chapter 3 Advanced Query Techniques Do: Projects and End of Chapter Exercises Due: 6 p.m.
	Class 8	Level 2, Ch 4	AccessExpert-L2-Class08	Overview of Chapter 4 Creating and Using Custom Forms

Week	Class	Chapter	Lesson Plan File	Description
				Do: Projects and End of Chapter Exercises Due: Friday, 6 p.m.
	Class 9	Level 2, Ch 4	AccessExpert-L2-Class09	Creating and Using Custom Forms
4	Class 10	Unit 1 Test	AccessExpert-L2-Class10	Unit 1 Test
	Class 11	Level 2, Ch 5	AccessExpert-L2-Class11	Go over Test Overview
	Class 12	Level 2, Ch 5	AccessExpert-L2-Class23	Chapter 5 Creating and Using Custom Reports Creating and Using Custom Reports Do: Projects and End of Chapter Exercises Due: Friday, 6 p.m.
	Class 13	Level 2, Ch 6	AccessExpert-L2-Class26	Chapter 6 Overview Using Access Tools and Managing Objects Do: Projects and End of Chapter Exercises Due: Friday, 6 p.m.
	Class 14	Level 2, Ch 6	AccessExpert-L2-Class27	Using Access Tools and Managing Objects
	Class 16	Level 2, Ch 7AccessExpert-L2 And Level 2, Ch8AccessExpert-L2		Overview Chapter 7 & 8 Automating, Customizing and Securing Access & Integrating Access Data Do: Projects and End of Chapter Exercises Due: Friday, 6 p.m.
5	Class 17	Level 2, Ch 7AccessExpert-L2 And Level 2, Ch8AccessExpert-L2		Complete Chapters 7 and 8 Assignments
	Class 18	Unit 2 Test		
6	Class 18	Unit 2 Test		

Using MS PowerPoint 2016	
PowerPoint Chapters 1 & 2 & 3 Assigned Work Drop in MOODLE or submit hard copies	Due: Friday, Week 7 11:59 p.m.
⇒ PowerPoint Chapters 4 Assigned Work Drop in MOODLE or submit hard copies POWERPOINT UNIT 1 TEST	Due: Friday, Week 8 11:59 p.m.
⇒ PowerPoint Chapters 5 & 6 & 7 & 8 Assigned Work Drop in MOODLE or submit hard copies POWERPOINT UNIT 2 TEST	Due: Friday, Week 9 11:59 p.m.
Sign-up for MS PowerPoint 2016 MOS Certification Practice Exam	Due: Friday, Week 10

Using MS OneNote 2016	
Chapter 1: Manage notebooks, sections, and pages Chapter 2: Create and format notes Chapter 3: Work with your notes Chapter 4: Add ink and shapes to a notebook	Due: Friday, Week 11 11:59 p.m.
Chapter 5: Review and password-protect notebook text Chapter 6: Manage views, windows, and page versions Chapter 7: Organize notes by using tags and categories Chapter 8: Print and share notebooks and pages	Due: Friday, Week 12 11:59 p.m.
Chapter 9: Use OneNote with Outlook and Excel Chapter 10: Manage OneNote options and the interface Chapter 11: Enhance OneNote by using the Onetastic add-in	Due: Friday, Week 13 11:59 p.m.
FINAL EXAM 12 HOURS (covers Access Level 2 and PowerPoint and OneNote) or MOS CERTIFICATIONS	WEEK 14 AND WEEK 15 AND FINAL EXAM WEEK (3 HOURS TBA)

Certification: Microsoft Office Specialist

With the release of Office 2016, Microsoft has developed a new set of certification objectives, which are available at <http://www.microsoft.com/learning/en/us/mos-certification.aspx>. The following books in the Benchmark Series have been validated and approved by ProCert Labs (www.procert.com) as courseware covering the Core-level objectives in the Microsoft Office Specialist Certification exam.

- *Benchmark Series Microsoft Word 2016 Levels 1 & 2*
- *Benchmark Series Microsoft Excel 2016 Levels 1 & 2*
- *Benchmark Series Microsoft Access 2016 Levels 1 & 2*
- *Benchmark Series Microsoft PowerPoint 2016*

The following table correlates the *Benchmark PowerPoint 2016* text with the certification exam objectives.

Benchmark PowerPoint and Microsoft Office Specialist Certification Exam (77-422) Objectives Correlation

Certification Exam Objective	Text Reference
1.0 Create and Manage Presentations	
1.1 Create a Presentation	
1.1.1 create blank presentations	C1, pgs. 11-15
1.1.2 create presentations use templates	C1, pgs. 10-15; C6, pgs. 250-251; C8, pgs. 346-348
1.1.3 import text files into presentations	C8, pgs. 329-331; 342-346
1.1.4 import Word document outlines into presentations	C8, pgs. 328-329
1.2 Format a Presentation Using Slide Masters	
1.2.1 apply a slide master	C6, pgs. 237-240
1.2.2 add new layouts	C6, pgs. 239-242; 244-246
1.2.3 modify existing layouts	C6, pgs. 244-246
1.2.4 add background images	C6, pgs. 240-241
1.2.5 control page numbers	C6, pgs. 247, 249
1.2.6 insert headers and footers	C6, pgs. 243-244
1.2.7 modify presentation themes	C6, pgs. 238-239; 247, 249
1.3 Customize Presentation Options and Views	
1.3.1 change page setup options	C3, pgs. 103-104
1.3.2 change to view in color/grayscale	C6, pgs. 256-257
1.3.3 demonstrate how to use views to navigate through presentations	C1, pgs. 16-18
1.3.4 modify presentation properties	C8, pgs. 353-355
1.4 Configure Presentations to Print or Save	

Certification Exam Objective	Text Reference
1.4.1 set handout print options	C1, pgs. 18-22
1.4.2 print selections from presentations	C1, pgs. 18-22; C2, pgs. 63-65
1.4.3 package presentations for CD	C8, pgs. 335-336
1.4.4 save presentations as web pages	C7, pgs. 304-305 (presenting a presentation online); C8, pgs. 334-336 (exporting presentations, saving a presentation as a video)
1.4.5 print presentations in grayscale	C6, pgs. 256-257
1.4.6 print speaker notes	C1, pgs. 18-22
1.4.7 maintain backward compatibility	C8, pgs. 362-365
1.5 Configure and Present Slideshows	
1.5.1 create custom slideshows	C7, pgs. 306-308
1.5.2 configure slideshow options	C1, pgs. 22-26
1.5.3 rehearse timing	C7, pgs. 299-300
1.5.4 configure slideshow resolution	C1, pgs. 103-104
1.5.5 demonstrate how to use Presenter View	C7, pgs. 303-304
1.5.6 navigate within slideshows	C1, pgs. 8-9, 16-18
1.5.7 annotate slideshows	C1, pgs. 22-26
2.0 Insert and Format Shapes and Slides	
2.1 Insert and Format Slides	
2.1.1 add slides layouts	C1, pgs. 11-15
2.1.2 duplicate existing slides	C2, pgs. 60-61
2.1.3 hide slides	C7, pgs. 302-304
2.1.4 delete slides	C2, pgs. 48-49, 57-58
2.1.5 modify slide backgrounds	C3, pgs. 105-108
2.1.6 apply styles to slides	C3, pgs. 98-103; C2, pgs. 105-108
2.2 Insert and Format Shapes	
2.2.1 modify shape backgrounds	C4, pgs. 138, 141
2.2.2 apply borders to shapes	C4, pgs. 138, 142
2.2.3 resize shapes	C4, pg. 139
2.2.4 insert shapes	C4, pgs. 135, 138
2.2.5 create custom shapes	C4, pgs. 140-141
2.2.6 apply styles to shapes	C4, pgs. 138, 142
2.3 Order and Group Shapes and Slides	
2.3.1 insert section headers	C2, pgs. 63-65
2.3.2 modify slide order	C2, pgs. 57-58
2.3.3 align and group shapes	C4, pgs. 130, 141-142
2.3.4 display gridlines	C4, pgs. 136-139
3.0 Create Slide Content	
3.1 Insert and Format Text	
3.1.1 change text to WordArt	C4, pgs. 154-156
3.1.2 create multiple columns in a single shape	C3, pgs. 87, 90-92; C4, pgs. 127, 129
3.1.3 insert hyperlinks	C6, pgs. 262-266
3.1.4 apply formatting and styles to text	C3, pgs. 81-89

Certification Exam Objective	Text Reference
3.1.5 create bulleted and numbered lists	C1, pgs. 14, 17, 29-30; C3, pgs. 94-98
3.2 Insert and Format Tables	
3.2.1 create new tables	C5, pgs. 189-198
3.2.2 modify number of rows and columns	C5, pgs. 193
3.2.3 apply table styles	C5, pgs. 191-192
3.2.4 import tables from external sources	C5, pgs. 195-197
3.3 Insert and Format Charts	
3.3.1 create and modify chart styles	C5, pgs. 206-217
3.3.2 insert charts	C5, pgs. 208
3.3.3 modify chart type	C5, pgs. 210-211
3.3.4 add legends to charts	C5, pgs. 208-209; 213-214
3.3.5 modify chart parameters	C5, pg. 209-210
3.3.6 import charts from external sources	C8, pgs. 342-346
3.4 Insert and Format SmartArt	
3.4.1 add shapes to SmartArt	C5, pg. 203
3.4.2 change color of SmartArt	C5, pgs. 200, 202, 204
3.4.3 move text within SmartArt shapes	C5, pgs. 203-205
3.4.4 reverse directions	C5, pg. 204
3.4.5 convert lists to SmartArt	C5, pgs. 203-205
3.5 Insert and Format Images	
3.5.1 resize images	C4, pgs. 143-145
3.5.2 crop images	C4, pgs. 143-145
3.5.3 apply effects	C4, pgs. 142, 145-146
3.5.4 apply styles	C4, pgs. 142, 146
3.6 Insert and Format Media	
3.6.1 adjust media window size	C7, pg. 311
3.6.2 trim timing on media clips	C7, pg. 313
3.6.3 set start/stop times	C7, pgs. 309, 313
3.6.4 set media options	C7, pgs. 309-312, 314
3.6.5 link to external media	C7, pgs. 310, 312
4.0 Apply Transitions and Animations	
4.1 Apply Transitioning between Slides	
4.1.1 insert transitions between slides	C1, pgs. 31-34
4.1.2 manage multiple transitions	C1, pgs. 31-34
4.1.3 modify transition effect options	C1, pgs. 31-34
4.2 Animate Slide Content	
4.2.1 apply animations to shapes	C7, pgs. 289-290
4.2.2 apply animations to text strings	C7, pgs. 288, 292
4.2.3 add paths to animations	C7, pgs. 293-294
4.2.4 modify animation options	C7, pgs. 283-287
4.3 Set Timing for Transitions and Animations	
4.3.1 modify durations of effects	C1, pgs. 32-34; C7, pgs. 283-286
4.3.2 configure start and finish options	C7, pgs. 283-285
4.3.3 reorder animations	C7, pgs. 285-287

Certification Exam Objective	Text Reference
4.3.4 demonstrate how to use the Animation Pane	C7, pgs. 285-287
5.0 Manage Multiple Presentations	
5.1 Merge Content from Multiple Presentations	
5.1.1 merge multiple presentations	C8, pgs. 349-350
5.1.2 reuse slides from other presentations	C2, pgs. 61-63
5.1.3 view multiple presentations	C6, pgs. 255-257
5.2 Track Changes and Resolve Differences	
5.2.1 set track changes	(no track changes)
5.2.2 modify options for track changes	(no track changes)
5.2.3 discard changes from specific users	(no track changes)
5.2.4 manage comments	C8, pgs. 351-353
5.3 Protect and Share Presentations	
5.3.1 encrypt presentations with a password	C8, pgs. 355-357
5.3.2 proof presentations	C2, pgs. 45-48
5.3.3 mark as final	C8, pgs. 335-357
5.3.4 compress media	C7, pgs. 310, 312
5.3.5 embed fonts	C8, pgs. 335-336
5.3.6 restrict permissions	C8, pgs. 355, 357 (theory)
5.3.7 remove presentation metadata	C8, pgs. 350-360
5.3.8 check for accessibility issues	C8, pgs. 360-361
5.3.9 check for compatibility issues	C8, pgs. 362-363

The following table correlates the *Benchmark Access 2016 Levels 1 & 2* text with the certification exam objectives.

Benchmark Access Levels 1 & 2 and Microsoft Office Specialist Certification Exam (77-424) Correlation

Certification Exam Objective	Text Reference
1.0 Create and Manage a Database	
1.1 Create a New Database	
1.1.1 create new databases	L1C1, pg. 5; L1C2, pg.74; L2C1, pgs. 5-10; L2C6 pgs. 257-259
1.1.2 create databases use templates	L2C6, pgs. 227-231
1.1.3 create databases in older formats	L2C8, pgs. 337
1.1.4 create databases use wizards	L2C6, pgs. 257-259
1.2 Manage Relationships and Keys	
1.2.1 edit references between tables	L1C2, pgs. 56, 58; L2C2, pgs. 40- 42; L2C3, pgs. 75-82
1.2.2 create and modify relationships	L1C2, pgs. 45-64; L2C2, pgs. 37-45

1.2.3	set primary key fields	L1C2, pgs. 46-49; L2C1, pgs.6, 9-10; L2C3, pg. 46
1.2.4	enforce referential integrity	L1C2, pgs. 50-55; L2C2, pgs.40-44
1.2.5	set foreign keys	L1C2, pgs. 46, 48, 52; L2C2, pgs. 37-42
1.2.6	view relationships	L1C2, pgs. 53-55; L2C2, pgs. 43-45
1.3 Navigate through a Database		
1.3.1	navigate to specific records	L1C1, pg.11; L1C5, pgs. 187-188; L2C7, pgs. 270-274
1.3.2	set a form as the startup option	L2C7, pgs.289-291
1.3.3	use navigation forms	L2C7, pgs. 285-289
1.3.4	set navigation options	L2C7, pgs. 289-293
1.3.5	change views	L1C5, pgs. 186, 188; L2C1, pgs. 11-12; L2C7, pgs. 289-293
1.4 Protect and Maintain a Database		
1.4.1	compact databases	L1C7, pgs. 276-278
1.4.2	repair databases	L1C7, pgs. 276-278
1.4.3	backup databases	L1C7, pgs. 282-283; L2C8, pgs. 311-313
1.4.4	split databases	L2C6, pgs. 251-253
1.4.5	encrypt databases with a password	L1C7, pgs. 277-278
1.4.6	merge databases	L2C8, pgs. 317-320, L2C3, pgs. 94-95
1.4.7	recover data from a backups	L2C8, pgs. 311-313
1.5 Print and Export a Database		
1.5.1	print reports	L1C6, pgs. 236-240; L2C5, pgs. 188-190
1.5.2	print records	L1C1, pgs. 17-21; L1C4, pgs. 147, 149-152; L2C1, pg. 14
1.5.3	maintain backward compatibility	L1C7 pgs. 281-283; L2C8 pg. 337
1.5.4	save databases as templates	L2C6, pgs. 231-233
1.5.5	save databases to external locations	L1C1, pgs. 3, 6; L2C6, pgs. 258-259
1.5.6	export to alternate formats	L1C8, pg. 304; L2C8, pgs. 330-336
2.0 Build Tables		
2.1 Create a Table		
2.1.1	create new tables	L1C1, pgs. 22-32; L1C4, pgs. 132-147; L2C1, pgs. 9-10
2.1.2	import external data into tables	L1C8, pgs. 309-310; L2C8, pgs. 324-329
2.1.3	create linked tables from external sources	L1C8, pgs. 305-308; L2C8, pgs. 320-324
2.1.4	import tables from others database	L2C8, pgs. 317-320
2.1.5	create tables from templates and application parts	L2C6, pgs. 234-240
2.2 Format a Table		
2.2.1	hide fields in tables	L1C1, pgs. 15-17; L2C3, pgs. 70-71
2.2.2	change data formats	L1C4, pgs. 148-152; L2C1, pgs. 13-18

2.2.3	add total rows	L1C4, pgs. 143, 147
2.2.4	add table descriptions	L1C4, pgs. 132-135, 138-140
2.2.5	rename tables	L1C1, pgs. 17, 21; L2C6 pgs. 255-257
2.3 Manage Records		
2.3.1	update records	L2C1, pgs. 14, 22-24
2.3.2	add new records	L1C1, pgs. 11-13; L2C1, pgs. 11-12, 20-21
2.3.3	delete records	L1C1, pgs. 11, 13; L2C3, pg. 93
2.3.4	append records from external data	L2C3, pgs. 94-95, L2C8 pg. 342
2.3.5	find and replace data	L1C4, pgs. 154-157
2.3.6	sort records	L1C4, pgs. 147, 149
2.3.7	filter records	L1C7, pgs. 265-273; L2C3, pgs. 70-71
2.3.8	group records	L1C3, pgs.109-112, L1C6, pgs.224-247; L2C5, pgs. 190-193
2.4 Create and Modify Fields		
2.4.1	add fields to tables	L1C1, pgs. 13-14; L2C1, pgs. 9-10, 25-26
2.4.2	add a validation rules to fields	L1C4, pgs. 141, 143-147
2.4.3	change field captions	L1C1, pgs. 27-28; L2C1, pgs. 10-12, L2C3, pgs. 81-85, 87
2.4.4	change field sizes	L1C1, pgs. 29-32; L1C4, pgs. 135, 138-139; L2C1, Pgs. 8-10, L2C8 pgs. 310-313
2.4.5	change field data types	L1C4, pgs. 132-136; L2C1, pgs. 8-10, L2C2, pgs. 47-52; L2C6, pgs. 258-259
2.4.6	configure fields to auto-increment	L2C8, pgs. 326-329; L2C1, pg. 8
2.4.7	set default values	L1C1, pgs. 29-32; L1C4, pgs. 136-140
2.4.8	use input masks	L1C4, pgs. 137-140; L2C1 pgs. 18-21
2.4.9	delete fields	L1C4, pgs. 142-147
3.0 Create Queries		
3.1 Create a Query		
3.1.1	run queries	L1C3, pgs. 82-119; L2C3, pgs. 72- 74, 77-82, 83-85
3.1.2	create crosstab queries	L1C3, pgs. 112-115
3.1.3	create parameter queries	L2C3, pgs. 72-74
3.1.4	create action queries	L2C3, pgs. 90-96
3.1.5	create multi-table queries	L1C3, pgs. 88-91; L2C3, pgs. 72-73, 77-80
3.1.6	save queries	L1C3, pgs. 82-119; L2C3, pgs. 70-74, 77-84
3.1.7	delete queries	L1C3, pgs. 95-96; L2C3, pg. 90, 93
3.2 Modify a Query		
3.2.1	rename queries	L1C3, pgs. 95-96
3.2.2	add new fields	L1C3, pgs. 92, 94; L2C3, 79-80; L2C5, 192-193

3.2.3	remove fields	L1C3, pgs. 92, 94; L2C3 pgs. 79-80, 89
3.2.4	hide fields	L1C3, pgs. 92-95; L2C3, pgs. 70-71
3.2.5	sort data within queries	L1C3, pgs. 92-95
3.2.6	format fields within queries	L2C3, pgs. 83-84, 86-87
3.3 Utilize Calculated Fields and Grouping within a Query		
3.3.1	add calculated fields	L1C3, pgs. 107-108; L2C3, pgs. 83-85
3.3.2	add conditional logic	L2C3, pgs. 86-87
3.3.3	group and summarize data	L1C3, pgs. 109-112
3.3.4	use comparison operators	L1C3, pgs. 84, 87-91; L2C3, pgs. 83-84
3.3.5	use basic operators	L1C3, pgs. 107-108; L2C3, pgs. 83-85
4.0 Create Forms		
4.1 Create a Form		
4.1.1	create new forms	L1C5, pgs. 186-188, 190-192, 210-217; L2C4, pgs. 107-118, 126-128, 137-138; L2C6, pgs. 243-244
4.1.2	create forms with application parts	L2C6, pgs. 234-240
4.1.3	save forms	L1C5, pgs. 188; L2C4, pgs. 107-118, 126-128, 137-138; L2C6, pgs.238-240
4.1.4	delete forms	L1C5, pgs. 187-188
4.2 Set Form Controls		
4.2.1	move form controls	L15, pgs. 197-201; L2C4, pgs. 114-115, 129-131; L2C6, pgs. 238-240, 243-244; L2C7, pgs. 281-282
4.2.2	add form controls	L1C5, pgs. 194-196; L2C4, pgs. 120-128, 138-143; L2C6, pgs. 241-242; L2C7, pgs. 276-280
4.2.3	modify data sources	L2C4, pgs. 110-112, L2C6, pgs. 230-231
4.2.4	remove form controls	L2C4, pgs. 121-125; L2C6, pgs. 232-233, 238-240, 243-244
4.2.5	set form control properties	L2C4, pgs. 110-112, 136-138 L2C6, pgs. 240-242; L2C7, pgs. 281-282
4.2.6	manage labels	L1C5, pgs. 193-194, 196-197; L2C4, pgs. 129-131, 139-143 L2C6, pgs. 240-242
4.3 Format a Form		
4.3.1	modify Tab order in forms	L2C4, pgs.117-118
4.3.2	format print layouts	L1C5, pgs. 186-188, 192, L2C4 pgs. 137-138
4.3.3	sort records	L1C5, pgs. 189-190; L2C4, pgs.143-146
4.3.4	apply themes	L1C5, pgs. 193-195; L2C4, pgs. 113, 126-128
4.3.5	change margins	L1C5, pgs. 198, 200; L2C4, pgs. 132-134

4.3.6	insert backgrounds	L1C5, pgs. 201-203
4.3.7	auto-order forms	L2C4 pgs. 117-118
4.3.8	insert headers and footers	L2C4, pgs. 107-110
4.3.9	insert images	L1C5, pgs. 193-195, 199; L2C4, pgs. 131-134
4.3.10	modify existing forms	L2C4, pgs. 131-134; L2C6 pgs. 238-240, 242-244
5.0 Create Reports		
5.1 Create a Report		
5.1.1	create new reports	L1C6, pgs. 233-235, 248-252; L2C5, pgs. 174-180, 192-193, 203-205, 210-213
5.1.2	create reports with application parts	L2C6, pgs. 234-237
5.1.3	delete reports	L2C6, pgs. 255-257
5.2 Set Report Controls		
5.2.1	group data by fields	L1C6, pgs. 244-247; L2C5, pgs. 190-193
5.2.2	sort data	L1C6, pgs. 236-237; L2C5, pgs. 190-193
5.2.3	add sub-forms	L2C5, pgs. 209-213
5.2.4	modify data sources	L2C5, pgs. 176-177, 206-208
5.2.5	add report controls	L1C6, pgs. 240-241; L2C5, pgs. 174-179, 208-213
5.2.6	manage labels	L1C6, pgs. 235-237; L2C5, pgs. 178-179, 185-189
5.3 Format a Report		
5.3.1	format reports into multiple columns	L2C5, pgs.203-205
5.3.2	add calculated fields	L2C5, pgs. 198-199
5.3.3	set margins	L1C6, pgs. 236, 239-242, 244
5.3.4	add backgrounds	L1C6, pgs. 240-241, 244
5.3.5	change report orientation	L1C6, pgs. 236, 245, 249, 252
5.3.6	change sort order	L1C6, pgs. 236-237
5.3.7	insert headers and footers	L2C5, pgs. 174-176
5.3.8	insert images	L2C5, pgs. 188-190
5.3.9	insert page numbers	L2C5, pgs. 184-188
5.3.10	apply themes	L1C6, pgs. 240-241; L2C5, pgs. 179-180
5.3.11	modify existing reports	L2C5, pgs. 185-190, 195-197