What is the Microsoft Business Certification Program?

The Microsoft Business Certification Program enables candidates to show that they have something exceptional to offer—proven expertise in Microsoft Office programs. The two certification tracks allow candidates to choose how they want to exhibit their skills, either through validating skills within a specific Microsoft product or taking their knowledge to the next level and combining Microsoft programs to show that they can apply multiple skills sets to complete more complex office tasks. Recognized by businesses and schools around the world, over 3 million certifications have been obtained in over 100 different countries. The Microsoft Business Certification Program is the only Microsoft-approved certification program of its kind.

What is the Microsoft Certification Application Specialist Certification?

Microsoft®
CERTIFIED
Application
Specialist

Approved Courseware

The Microsoft Certified Application Specialist Certification exams focus on validating specific skill sets within each of the Microsoft® Office system programs. The candidate can choose which exam(s) they want to take according to which skills they want to validate. The available Application Specialist exams include:

- Using Microsoft® Windows Vista™
- Using Microsoft® Office Word 2007
- Using Microsoft® Office Excel® 2007
- Using Microsoft® Office PowerPoint® 2007
- Using Microsoft® Office Access 2007
- Using Microsoft® Office Outlook® 2007

What does the Microsoft Business Certification Vendor of Approved Courseware logo represent?

Microsoft®
CERTIFIED
Application
Specialist

Approved Courseware

The logo validates that the courseware has been approved by the Microsoft® Business Certification Vendor program: these courses cover objectives that will be included in the relevant exam. It also means that after utilizing this courseware, you may be prepared to pass the exams required to become a Microsoft Certified Application Specialist.

For more information:

To learn more about the Microsoft Certified Application Specialist exam, visit **microsoft.com/learning/msbc**.

To learn about other Microsoft Certified Application Specialist approved courseware from Glencoe/McGraw-Hill, visit **www.glencoe.com**.

*The availability of Microsoft Certified Application exams varies by Microsoft Office program, program version and language. Visit **www.microsoft.com/learning** for exam availability.

Microsoft, the Office Logo, Outlook, and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. The Microsoft Certified Application Specialist Logo is used under license from Microsoft Corporation.

Microsoft®
C E R T I F I E D
Application Specialist

Approved Courseware

Microsoft Certified Application Specialist Standards

iCheck Express Microsoft Access 2007 covers the Microsoft Certified Application Specialist (MCAS) standards for Access. This chart provides an overview of the coverage of the MCAS standards in *iCheck Express Microsoft Access 2007*.

	Microsoft Access 2007 Certified Application Specialist Standards	
Standard	**Skill Sets and Skills**	**Text Correlation**
1	**Structuring a Database**	
1.1	Define data needs and types	393, 394, Adv. Access Ex.
1.2	Define and print table relationships	399, 400, 401, 402, 403, 424
1.3	Add, set, change, or remove primary keys	Adv. Access Ex.
1.4	Split databases	367
2	**Creating and Formatting Database Elements**	
2.1	Create databases	382, 384, 534, 536
2.2	Create tables	385, 386, 419, 424, 534, 536, 538
2.3	Modify tables	385, 387, 389, 391, 393
2.4	Create fields and modify field properties	386, 389, 393, 394, 396, 398, 419, 424, 534, 536, 538
2.5	Create forms	430, 432, 433, 435, 436, 438, 440, 463, 466, 468, 469
2.6	Create reports	449, 451, 453, 455, 459, 464, 465, 467, 469, 513, 516, 539
2.7	Modify the design of reports and forms	442, 443, 444, 445, 447, 457, 539
3	**Entering and Modifying Data**	
3.1	Enter, edit, and delete records	361, 379, 427, 428, 534, 536
3.2	Navigate among records	357, 360, 374
3.3	Find and replace data	429
3.4	Attach documents to and detach from records	Adv. Access Ex.
3.5	Import data	472, 474, 475

Microsoft Access 2007 Certified Application Specialist Standards		
Standard	**Skill Sets and Skills**	**Text Correlation**
4	**Creating and Modifying Queries**	
4.1	Create queries	404, 406, 408, 410, 412, 414, 418, 420, 421, 422, 423, 537
4.2	Modify queries	477, 478, 480, 482, 483, 484, 501, 506, 537, 538
5	**Presenting and Sharing Data**	
5.1	Sort data	485, 486, 502, 503, 537, 538, 539
5.2	Filter data	488, 490, 492, 493, 495, 504, 507
5.3	Create and modify charts	511, 512, 533
5.4	Export data	496, 497, 498, 505, 507
5.5	Save database objects as other file types	Adv. Access Ex.
5.6	Print database objects	365, 375, 378, 513, 515, 516, 517, 531, 534, 538, 539
6	**Managing and Maintaining Databases**	
6.1	Perform routine database operations	355, 368, 370, 373, 523, 524, 528, 529
6.2	Manage Databases	366, 514, 518, 519, 521, 522, 527, 528, 530, 532, 533