

Access 2016 BETA Candidate Profile

- Participants must be a native English speaker, even if not living in an English-speaking country. The BETA exam will only be offered in English.
- Participants will understand basic database design principles and are able to complete tasks independently.
- Participants will be able to demonstrate the correct application of the principal features of Access 2016
- Participants will demonstrate the ability to create and maintain basic Access database objects including, tables, relationships, data entry forms, multi-level reports, and multi-table queries.
- Participants roles may include small business owners, mid-level managers, business professionals, students and others.
- Participants will demonstrate a range of ability on tasks including, but not limited to those in the following list:
 - Writes multi-table queries
 - Modifies Properties of Controls
 - Uses application parts
 - Imports linked data
 - Adds controls with built-in actions
 - Uses crosstab, update, parameter queries
 - Customizes objects
 - Uses calculated fields
 - Works in design view
 - Assigns a Primary Key
 - Creates a query with a wizard, or using Design View
 - Understands and creates database relationships
 - Enforces referential integrity
 - Creates objects with Wizards (All Wizards)
 - Imports a table
 - Modifies a form or report on basic level
 - Creates and distributes reports
 - Prints a range or selection
 - Adds validations
 - Defines field data types
 - Applies conditional logic