MOS
Study Guide

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EXAM MO-500

Microsoft
Access Expert

Microsoft

MOS Study Guide for Microsoft Access Expert Exam MO-500

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Exam MO-500

Objective 1.3 practice tasks

The practice file for these tasks is located in the **MOSAccessExpert2019\ Objective1** practice file folder. The folder also contains a result file that you can use to check your work.

➤ Open the **AccessExpert_1-3** database from the practice file folder and do the following:

❑ If the Info bar appears, click the *Enable Content* button.

❑ Open the Customers report from the Navigation Pane, and then display the report in print preview. Change the margins to Wide.

❑ Export the Customers report to Word (use the Rich Text format option).

❑ Export the Customers table to Excel.

➤ Open the **AccessExpert_1-3_results** database. Compare the two databases to check your work, then close the open databases.

Objective group 2

Create and modify tables

The skills tested in this section of the Microsoft Office Specialist Expert exam for Microsoft Access 365 and Microsoft Access 2019 relate to creating and managing tables. Specifically, the following objectives are associated with this set of skills:

2.1 Create tables

2.2 Manage tables

2.3 Manage table records

2.4 Create and modify fields

When you create a database, Access automatically creates a new table that you can use to enter data by hand. You can also create your own tables as needed. However, for many database applications the data already resides in some other format, such as an Excel spreadsheet, an HTML document, a text or XML file, or another database. In that case, it's easier and faster to import the data from its current format to an Access table. You can either create a copy of the external data or you can set up a link between the original data and your Access table, which means that changes made to the external data are also propagated to the Access version of the data.

This chapter guides you in studying methods for importing data into tables, managing tables and records in tables, and creating and modifying fields.

> To complete the practice tasks in this chapter, you need the practice files contained in the **MOSAccessExpert2019\Objective2** practice file folder. For more information, see "Download the practice files" in this book's Introduction.

Objective 2.1: Create tables

If the data you want to work with resides in an external data source—usually a local file, a remote file (on a network or on the Internet), or data on a server—you need to import it into Access. Depending on the type of data source you are using, Access gives you one or more of the following choices for importing the data:

- **Import the source data into a new table in the current database.** Access either creates a new table to hold the data or replaces any data in an existing table. No link is maintained with the original data.

- **Append a copy of the records to an existing table.** Access adds the source data to the existing table. If the table does not exist, Access creates it. No link is maintained with the original data.

- **Link to the data source by creating a linked table.** Access adds the source data to the new table. A link is maintained with the original data, so if that data changes, the changes are reflected in the Access version of the data.


With most external data, you can import into a new table, append to an existing table, or link to the data source.

Access 365 and Access 2019 support a number of external data sources, including the following: Excel workbooks, HTML documents, XML files, text files, Access databases, and Outlook folders.

See Also For information about appending data to a table, see "Append records from external data," later in this task. For information about creating linked tables, see "Create linked tables from external sources," later in this task.

Import data into a new table

When you import data from Excel into a new table, the Import Spreadsheet Wizard prompts you for information to complete the operation. The wizard first prompts you for the worksheet or the named range you want to import. You can view the sample data that the wizard displays from the worksheet, but you cannot modify it. Access can use the column headings in the worksheet as field names in the database. You can also specify each field's data type and whether Access should index the field. The wizard's fourth page provides options for setting the table's primary key. Access can create an ID field in the table to use as the primary key, or you can select a primary key field or use no primary key in the new table.
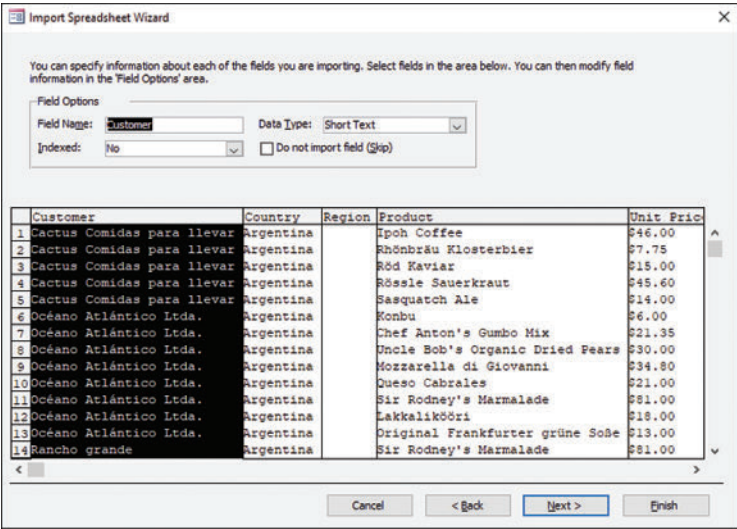
Define field names and data types when you import data from a spreadsheet.

See Also For information about running saved import and export operations, see "Objective 1.3: Print and export data."

You can import data from a text file that uses the .txt, .csv, .tab, or .asc file name extension. When you import data from a text file, you work with the Import Text Wizard. In the wizard, you first need to specify whether a character separates the fields of data in the text file (a delimited text file) or whether the data is arranged in fixed-width columns. For delimited text files, you must specify which character is used as the delimiter; for fixed-width files, you indicate where column breaks should occur.

The later pages of the Import Text Wizard are similar to those you work with in the Import Spreadsheet Wizard. You can name fields, specify a data type, indicate whether the field should be indexed, and skip a specific field. The wizard also prompts you to set up a primary key for the table.

Three of the other formats you can import are as follows:

- **HTML documents** Data is often available in documents created using HTML (Hypertext Markup Language), which is the language used to build web pages. Although this data is usually text, some HTML data comes either as a table (a rectangular array of rows and columns) or as preformatted text (text that has been structured with a predefined spacing used to organize data into columns with fixed widths). Both types are suitable for import into Access so that you can perform more extensive data analysis. To import HTML document data, the file must reside on your computer or on your network.

- **XML files** Access uses the structure of the XML file to determine table names and fields. Import options include Structure Only, Structure And Data, and Append Data To Existing Table(s).

- **Outlook folders** Importing a contacts or tasks folder from Outlook is an effective way to add this information to a database. Access runs the Import Exchange/Outlook Wizard when you import data from Outlook. The wizard prompts you to provide field names, specify data types, and set up indexes. You can skip fields if you don't want to import them.

To import Excel data into a table

1. On the **External Data** tab, in the **Import & Link** group, click **New Data Source**, click **From File**, and then click **Excel**.

2. In the **Get External Data – Excel Spreadsheet** dialog box, click **Import The Source Data Into A New Table In The Current Database**, click **Browse** to locate the source file, and then click **OK**.