



MICROSOFT MO-500

Microsoft Access Expert (Office 2019) Certification Questions & Answers

Exam Summary – Syllabus – Questions

MO-500

[Microsoft Office Specialist - Access Expert \(Office 2019\)](#)

40-60 Questions Exam – 700 / 1000% Cut Score – Duration of 60 minutes

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Know Your MO-500 Certification Well:

The MO-500 is best suitable for candidates who want to gain knowledge in the Microsoft 365. Before you start your MO-500 preparation you may struggle to get all the crucial Access Expert (Office 2019) materials like MO-500 syllabus, sample questions, study guide.

But don't worry the MO-500 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-

- What is in the MO-500 syllabus?
- How many questions are there in the MO-500 exam?
- Which Practice test would help me to pass the MO-500 exam at the first attempt?

Passing the MO-500 exam makes you Microsoft Office Specialist - Access Expert (Office 2019). Having the Access Expert (Office 2019) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft MO-500 Access Expert (Office 2019) Certification Details:

| | |
|---------------------|--|
| Exam Name | Microsoft Office Specialist - Access Expert (Office 2019) |
| Exam Code | MO-500 |
| Exam Price | \$100 (USD) |
| Duration | 60 mins |
| Number of Questions | 40-60 |
| Passing Score | 700 / 1000 |
| Schedule Exam | Pearson VUE |
| Sample Questions | Microsoft Access Expert (Office 2019) Sample Questions |
| Practice Exam | Microsoft MO-500 Certification Practice Exam |

MO-500 Syllabus:

| Topic | Details |
|-------------------------------------|---|
| Manage databases | |
| Modify database structure | <ul style="list-style-type: none"> - import objects or data from other sources - delete database objects - hide and display objects in the Navigation Pane |
| Manage table relationships and keys | <ul style="list-style-type: none"> - understand relationships - display relationships - set primary keys - enforce referential integrity - set foreign keys |
| Print and export data | <ul style="list-style-type: none"> - configure print options for records, forms, and reports - export objects to alternative formats |
| Create and modify tables | |
| Create tables | <ul style="list-style-type: none"> - import data into tables - create linked tables from external sources - import tables from other databases |
| Manage tables | <ul style="list-style-type: none"> - hide fields in tables - add total rows - add table descriptions |
| Manage table records | <ul style="list-style-type: none"> - find and replace data - sort records - filter records |
| Create and modify fields | <ul style="list-style-type: none"> - add and remove fields - add validation rules to fields - change field captions - change field sizes - change field data types - configure fields to auto-increment - set default values - apply built-in input masks |
| Create and modify queries | |
| Create and run queries | <ul style="list-style-type: none"> - create simple queries - create basic crosstab queries - create basic parameter queries - create basic action queries - create basic multi-table queries |

| Topic | Details |
|--------------------------------------|---|
| | <ul style="list-style-type: none"> - save queries - run queries |
| Modify queries | <ul style="list-style-type: none"> - add, hide, and remove fields in queries - sort data within queries - filter data within queries - format fields within queries |
| Modify forms in layout view | |
| Configure form controls | <ul style="list-style-type: none"> - add, move, and remove form controls - set form control properties - add and modify form labels |
| Format forms | <ul style="list-style-type: none"> - modify tab order on forms - sort records by form field - modify form positioning - insert information in form headers and footers - insert images on forms |
| Modify reports in layout view | |
| Configure report controls | <ul style="list-style-type: none"> - group and sort fields on reports - add report controls - add and modify labels on reports |
| Format reports | <ul style="list-style-type: none"> - format a report into multiple columns - modify report positioning - format report elements - change report orientation - insert information in report headers and footers - insert images on reports |

Microsoft MO-500 Sample Questions:

Question: 1

What is an important consideration when setting default values for fields in a database?

- a) The default value should be relevant and logical for its context
- b) The default value must be the same for all fields
- c) Default values must always be numeric
- d) Default values should prevent users from entering their data

Answer: a

Question: 2

What does changing the size of a field in a database affect?

- a) The amount of data that can be stored in the field
- b) The physical dimensions of the database server
- c) The number of fields that can be added to the database
- d) The color scheme of the database interface

Answer: a

Question: 3

Which actions are crucial when adding report controls?
(Choose Two)

- a) Adding as many controls as possible to fill space
- b) Choosing controls randomly without any specific purpose
- c) Aligning controls with the report's data structure and goals
- d) Selecting controls that enhance data interaction

Answer: c, d

Question: 4

How can changing field captions in a database improve user experience?

- a) By making the field names longer and more complex
- b) By aligning the field names with business terminology
- c) By reducing the number of fields in the database
- d) By increasing the loading time of forms

Answer: b

Question: 5

When modifying labels on reports, what should be considered to enhance report clarity and effectiveness?
(Choose Two)

- a) The labels should accurately describe the data or function
- b) The labels should be as complex as possible
- c) The labels should use a clear and readable font
- d) The labels should include irrelevant information

Answer: a, c

Question: 6

In what scenarios might filtering records be particularly useful?

- a) When data needs to be deleted from the database
- b) When all records need to be viewed at once
- c) When specific subsets of data are needed for analysis
- d) When the database needs to be reset

Answer: c

Question: 7

What should be considered when adding images to a form?

(Choose Two)

- a) The relevance of images to the form's purpose
- b) The impact of image size on form performance
- c) Using only animated images
- d) Including images unrelated to form data

Answer: a, b

Question: 8

How does adding form controls affect the functionality of a form?

- a) It decreases data entry speed
- b) It allows for the capture of more specific information
- c) It restricts user interaction with the form
- d) It increases the physical storage required for the form

Answer: b

Question: 9

Why is it important to carefully consider the placement of new controls in a report layout?

- a) To ensure the report remains unreadable
- b) To distract the viewer from the main data
- c) To use up all available space on the report
- d) To maintain a balanced and functional layout

Answer: d

Question: 10

In a database, setting primary keys serves which primary purpose?

- a) To enable detailed styling and formatting of the database tables
- b) To ensure each record within a table can be uniquely identified
- c) To allow for faster deletion of records
- d) To reduce the amount of storage space used by the database

Answer: b

Study Guide to Crack Microsoft Access Expert (Office 2019) MO-500 Exam:

- Getting details of the MO-500 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the MO-500 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for MO-500 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the MO-500 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on MO-500 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for MO-500 Certification

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Start Online practice of MO-500 Exam by visiting URL

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