Microsoft
Access
ACCESS CORE MOUS CERTIFICATION PREPARATION™

Access Core MOS Microsoft Office Specialist Certification Preparation

This workshop prepares you for a MOUS (Microsoft Office User Specialist) certificate in Access. Once you are MOUS certified, you have an industry recognized stamp of approval that you are proficient with Microsoft Access.

Getting certified in Access is proof to yourself and others that you are trained and competent in Microsoft Access. Included with this workshop is:

- self study material to prepare for the MOUS certification program,
- a certificate for one-hour of free telephone help with a certified Access Expert,
- and 1 opportunity to take the MOUS examination at our testing centre.

WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 13 | FEE: $495 + GST

Courseware Outline

INTRODUCTION
- The Access window
- Create a database with a wizard
- Create a database manually

CREATE TABLES
- Create tables with a wizard or manually
- Define data types and properties
- Change views
- Set a primary key
- Use the navigation buttons

MOVE AROUND TABLES
- Modify fields and restructure tables
- Format columns
- Format cells

DATABASE MAINTENANCE
- Back up and restore
- Compact and repair

DATA MANIPULATION
- Add and delete records
- Change data & undo changes
- Import & export data
- Find data
- Replace data in multiple records
- Sort records

FILTER DATA
- Filter by selection
- Filter excluding selection
- Filter for
- Filter by form
- Advanced filter/sort

BUILD QUERIES
- What is a query?
- Create a simple query
- Create a query with a wizard
- Work with a dynaset
- Use criteria, operators, wildcards, and functions
- Calculated fields

ADVANCED TABLE DESIGN
- Advanced field properties
- Use input masks
- Use the input mask wizard
- Create lookup fields
- Create table relationships
- Enforce referential integrity

FORMS AND PAGES
- What is a form or report?
- Create a form
- Move within records
- Modify records
- Modify a form
- Move and resize controls
- Use drawing tools
- Create a data access page

CREATING A REPORT
- Create an autoreport
- Use the report wizard
- Modify reports
- Print forms and reports

Basic Skills Checklist

No previous knowledge of Access is required. Before attending this workshop, you should be able to size and move windows, access menus and make menu choices, manage documents, use cut and paste, and find documents with Windows Explorer. It is recommended but not required to complete the included level 1 courseware prior to taking the MOUS certification test.

C a l l N o w o r V i s i t O u r W e b s i t e t o R e g i s t e r