Access
Basic

Preparation for part of the Microsoft Office Specialist
(77-424) certification exam.

Course Overview: This course explores the fundamentals of the Access database management system which offers features that allow you to create and modify a variety of database types through a convenient graphic user interface. Access, is a desktop application that helps you store and manage related information in one place. It helps prevent errors, inconsistencies, and duplicate information. This course will cover creating and saving databases, creating and renaming tables, importing and linking data, as well as creating relationships between tables. You will learn how to customize the table fields, and control and restrict data entry. You will modify the records as well as sort, filter and format them. You will learn about modifying fields, controlling data entry with required fields, indexing, input masks, and data validation rules.

Prerequisite- * Introduction to Windows

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Create a database containing table(s) from scratch
2. Sequence the steps to import and link data
3. Create and modify relationships between data
4. Work with templates
5. Insert and manage records
6. Explain how to filter, sort and format data
7. Create Advanced Queries
8. Export Data to Text Style Format and to Excel

Getting Started with Access
· Orientation to Microsoft Access
· Create a Simple Access Database
· Get Help in Microsoft Access

Working with Table Data
· Modify Table Data
· Sort and Filter Records
· Create Lookups

Querying a Database
· Join Data from Different Tables in a Query
· Sort and Filter Data in a Query
· Perform Calculations in a Query

Designing Forms
· Create a Form
· Modify the Design of a Form
· View and Edit Data Using an Access Form

Generating Reports
· Create a Report
· Add Controls to a Report
· Enhance the Appearance of a Report
· Prepare a Report for Print

Designing a Relational Database
· Relational Database Design
· Create a Table
· Create Table Relationships

Creating Advanced Queries
· Create Parameter Queries
· Create Action Queries
· Create Unmatched and Duplicate Queries
· Summarize Data

Sharing Data Across Applications
· Import Data into Access
· Export Data to Text File Formats
· Export Access Data to Excel
· Create a Mail Merge

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.

  - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
  - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
  - **Chat**: clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.

    o Monday-Thursday 8am-11pm
    o Friday 8am-6pm
    o Saturday 11am-6pm

- **E-Mail**: During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY
CERT COACHING SESSION 866-700-3636