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

Course Outline This course offers several options for creating and managing forms. You will learn how to create basic forms from scratch, from an existing table, or using the Form Wizard. The course covers adding and setting form controls, as well as creating forms from application parts. You will also review various ways of formatting a form. Secondly, this course covers how reports are used to convert data into useful information. You will use various methods of creating reports to present summarized information easily and effectively. You will also review the use of the Report Wizard, Blank Report, and Report Design, as well as how to add and bind controls, group and sort data, and format and print reports.

Prerequisite- Access Basic

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

1. Use various methods for creating a form
2. Modify and format a form
3. Demonstrate the process of adding form application parts
4. Explain how reports are used and ways of creating reports
5. Sequence the steps to sort and group report data
6. Modify and format a report

Lesson 1: Using Macros to Improve User Interface Design
· Create a Macro
· Restrict Records Using a Condition
· Validate Data Using a Macro
· Automate Data Entry Using a Macro
· Convert a Macro to VBA

Lesson 2: Using Advanced Database Management
· Link Tables to External Data Sources
· Manage a Database
· Determine Object Dependency
· Document a Database
· Analyze the Performance of a Database

Lesson 3: Managing Switchboards
· Create a Database Switchboard
· Modify a Database Switchboard
· Set Startup Options

Lesson 4: Getting Started with Access
· Orientation to Microsoft Access
· Create a Simple Access Database
· Get Help in Microsoft Access

Lesson 2: Working with Table Data
· Modify Table Data
· Sort and Filter Records
· Create Lookups

Lesson 3: Querying a Database
· Join Data from Different Tables in a Query
· Sort and Filter Data in a Query
. Perform Calculations in a Query

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