MOS – Access Core

ABOUT MOS

The Microsoft Office Specialist (MOS) qualification is Microsoft's official certification in the Microsoft Office desktop applications. It is a globally recognised qualification that enables individuals to prove their skills in Microsoft Office and helps to fill the growing demand for qualified, knowledgeable people in the workplace.

By earning MOS certification, individuals will have the expertise to work competently with Microsoft Office programs. MOS certified individuals report increased competence and productivity with Microsoft Office applications as well as increased credibility with their employers, co-workers and clients.

MOS CERTIFICATION

Microsoft Office Specialist certification is available for:

- Word (Core & Expert)
- Excel (Core & Expert)
- Access (Core Exam and Expert Courseware)
- PowerPoint
- Outlook
- Project

COURSE DETAILS

This series facilitates classroom learning, letting students develop competence and confidence in using MS Office Applications. This course addresses core-level skills in Microsoft Access.

TARGET AUDIENCE & PREREQUISITES

This course is aimed at participants who wish to gain an industry qualification in the Access database environment. Candidates should have an understanding of the Windows environment and be relatively comfortable Managing Files and Folders, Searching for Files and Folders, Using the Control Panel, and Viewing System Information.

COURSE OUTLINE - CORE

(1) Understanding Databases	(4) Creating and Using Queries
• Starting and Opening an Existing Database • Moving Around in Access • Understanding Datasheet View & Design View • Using the Mouse Pointer to Navigate • Using the Keyboard to Navigate	• Creating and Running a Query • Specifying Criteria in a Query • Using Comparison Operators • Creating a Calculated Field • Creating a Multiple-Table Query • Printing a Query
(2) Creating Tables	**(5) Designing a Form**
• Creating a Database • Creating a Table Using the Wizard • Creating and Modifying a Table • Adding Fields to Tables • Adding and Editing Records • Printing Tables • Moving and Deleting Fields • Deleting Records	• Creating a Form Using AutoForm • Creating a Form Using the Form Wizard • Adding Controls to a Form • Modifying Control Properties • Resizing and Moving Controls • Entering Records into a Form • Creating Calculated Controls
(3) Working with Tables	**(6) Designing a Report**
• Formatting a Table • Modifying Field Properties • Sorting Records in a Table • Finding Records in a Table • Using Filters with a Table • Establishing Relationships Between Tables • Creating Subdatasheets • Importing Records From an External Source	• Creating a Report Using AutoReport • Creating a Report Using Report Wizard • Adding a Control to a Report • Formatting a Report • Resizing and Moving Controls • Creating Calculated Controls • Previewing and Printing