

MOS MICROSOFT ACCESS 2007 COURSE



The **MOS (Microsoft Office Specialist) Microsoft Access 2007 Course** will help students to master Microsoft Access 2007.

The course is ideal for beginners and takes users to an advanced level of proficiency. Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2007 exam (70-605).

This Microsoft certification credential demonstrates proficiency in the newest standard of the world's foremost desktop computing applications. MOS certifications are primarily for anyone who uses Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite.

Please Note: This course is not compatible with Apple Mac Computers.

The Course Consists of the Following Items:

- A four-colour, tri-fold, six-sided Course Card
- Officially endorsed MOS Courses books with accompanying CD Rom's containing exercise files
- An additional interactive CBT Course CD covering the MOS syllabus
- Online CertBlaster Exam Preparation Software

➤ **MOS Access 2007 Course Card:**

Access the most important information you need quickly and easily with this new four-colour, tri-fold, six-sided Course Card! The Course Card contains vital information for both basic and advanced skills and offers something for students of all levels.

➤ **MOS Access 2007 Basics Course Book:**

This course book covers the basic functions and features of Access 2007. Students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

The following topics are covered by this lesson: Getting Started; Database & Tables; Fields & Records; Data-Entry Rules; Basic Queries; Using Forms; and Working with Reports.

➤ **MOS Access 2007 Intermediate Course Book:**

This Course Book builds on the skills and concepts taught in the Basic Course Book. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

The following topics are covered by this lesson: Relational databases; Related tables; Complex queries; Advanced form design; Reports and printing; Charts; and PivotTables and PivotCharts.

Price:
£150.00

Instalment Options:

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £60.00, followed by 3 monthly payments of £30.00.

Course Format:

Course Books, CD Rom & Online Exam Preparation Software

Assessment:

Microsoft MOS Examination

Approximate Study Time:

100 Hours of Self Study

➤ **MOS Access 2007 Advanced Course Book:**

This course book builds on the skills and concepts taught in the Intermediate Course Book. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data. The course book comes with CertBlaster exam prep software (download) and a companion CBT program.

The following topics are covered by this lesson: Querying with SQL; Advanced Queries; Macros; Advanced Macros; Importing, Exporting & Linking; Database Management; and Internet Integration.

➤ **CBT Course CD Rom:**

An interactive CBT CD Rom Based course covering the syllabus is included as an alternative to the paper-based materials.

➤ **CertBlaster Online Exam Preparation Software**

The course also comes with DTI Publishing's Online CertBlaster exam preparation software absolutely free. CertBlaster covers mock examination questions in multiple choice or multiple answer formats. This software is the perfect addition to help prepare for your exam.

Pre-Requirements:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Access 2007 to complete the course.

Course Duration & Support:

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our email support. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

Assessment:

Assessment is in the form an MOS Examination. Examinations are in a multiple choice/multiple answer format.

Qualification:

On Completion of Course, you can apply for your **Microsoft MOS Access 70-605 Examination**.

Examinations must be sat at a registered Certiport testing centre. Exam Vouchers can be bought directly from Prodigy UK for £65.00 and you can locate testing centres and schedule appointments on their Website: www.prodigyuk.co.uk.

Please Note: Exam Centre's will usually charge an additional proctoring fee (Approximately £20.00) for sitting exams.

