

# MOS Access 2013 Course

## Key Information

### Course Format:

Course Books with Student Files & Online Practice Exam

### Price:

£175.00

### Assessment:

1 Examination

### Payment Options:

Spread the cost over 4 monthly payments

### Approximate Study Time:

100 Hours of Self Study

### Initial Payment of

£85.00

### Approximate Delivery Time:

1-2 Working Days (Courier Service)

### Followed by 3 payments of:

£30.00



The **MOS (Microsoft Office Specialist) Microsoft Access 2013 Course** will help students to master Microsoft Access 2013. The course is ideal for beginners and takes users to an advanced level of proficiency.

You will learn how to create database tables, queries, forms, and reports, and how to sort and filter data. Additional topics include table relationships, referential integrity, joins, charts, PivotTables, PivotTable charts and forms. You will also learn how perform more advanced tasks such as querying with SQL; using crosstab, parameter and action queries; creating and running Macros; importing, exporting and linking database objects; optimising databases and implementing basic database security.

Designated as approved course materials for the Microsoft Office Specialist program, this course will help students prepare for the MOS Access 2013 exam (77-424). 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.

## The Course consists of the following items:

### MOS Access 2013 Course Book

The Course book covers the functions and features of Access 2013, explained in detail with a summary at the end of each unit.

#### • Unit One - Getting started

Learn how to: Organise data efficiently by using a database management system. Start Access, learn about it's environment, open a database file with shared access and learn about database objects

#### • Unit Two - Databases and tables

Learn how to: Plan and create a database. Examine a table in Datasheet view and Design view. Create and modify tables, create a primary key and create a composite key.

#### • Unit Three - Fields and records

Learn how to: Modify a table design by changing field names, inserting and deleting fields, moving fields and using the Attachment data type. Find and replace data in a table, and hide and freeze fields. Sort, filter and delete records.

#### • Unit Four - Data entry rules

Learn how to: Set properties for a field. Create input masks for fields and use the Input Mask Wizard. Set validation rules for entering data in a field.

#### • Unit Five - Basic queries

Learn how to: Plan, create, save and run queries, and use queries to sort data and to filter query results. Modify queries and query results by adding fields and find records with empty fields. Perform operations in queries by using comparison operators, use AND and OR conditions in queries, and use expressions and aggregate functions.

#### • Unit Six - Using forms

Learn how to: Create forms. Create and modify forms in Design view. Sort and filter records by using forms.

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- **Unit Seven - Working with reports**

Learn how to: Create reports by using the Report button, the Report Wizard, Design view and Layout view. Group and sort records in a report, summarise information in a report, change the report layout and style, and print a report.

- **Unit Eight - Relational databases**

Learn how to: Normalise tables, use the Table Analyser and identify object dependencies. Set relationships between tables, and print a report listing the table relationships. Implement referential integrity between related tables.

- **Unit Nine - Related tables**

Learn how to: Use the Lookup Wizard to create a lookup field and a multi-valued field. Modify properties for a lookup field. Use subdatasheet to add to related tables.

- **Unit Ten - Complex queries**

Learn how to: Create outer join, inner join and self join queries, find non-matching records and duplicate records and delete tables from a query. Create calculated fields in a query, and use the Expression builder. Use queries to view summarised grouped data from tables.

- **Unit Eleven - Advanced form design**

Learn how to: Add unbound controls to a form, change the tab order of controls, group controls and format a form for printing. Use controls to add graphics to a form. Use controls to add calculated fields to a form. Add a combo box to a form. Create multiple-item forms, split forms, datasheet forms, subforms and navigation forms.

- **Unit Twelve - Reports and printing**

Learn how to: Customise report headers and footers, set properties for grouping data in the report, use conditional formatting and change a report's appearance. Add calculated values to a report by using functions and add a subreport. Print database objects and a report on database design. Create and print labels.

- **Unit Thirteen - Charts**

Learn how to: Create and modify a chart in a form. Create and modify a chart in a report.

- **Unit Fourteen - Querying with SQL**

Learn how to: Use SQL statements and examine them in Access. Write SQL statements to create queries and subqueries, and assign aliases to fields. Create a SQL-specific query and attach it to a command button.

- **Unit Fifteen - Advanced queries**

Learn how to: Create crosstab queries to summarise grouped data. Create parameter queries to view results based on specific criteria. Create action queries to add, delete and modify data in tables and to make tables.

- **Unit Sixteen - Macros**

Learn how to: Create and run macros to automate tasks. Attach macros to events of database objects.

- **Unit Seventeen - Advanced macros**

Learn how to: Create data validation and data entry macros. Create macros that run parameter queries. Create AutoKeys and AutoExec macros. Create AutoKeys and AutoExec macros. Create macros to import and export database objects.

- **Unit Eighteen - Importing, exporting and linking objects**

Learn how to: Import objects from another Access database, from Excel and from CSV files. Export objects from an active database to another Access database. Export and import XML documents. Link objects from one database to another and update the links. Create and modify hyperlink fields.

- **Unit Nineteen - Database management**

Learn how to: Work with database utilities to optimise resources. Protect a database with a password and encryption. Set Access options and database properties.

- **Student Exercise Files**

Once enrolled students will receive a support email giving them access to their student files and to PowerPoint presentations relevant to the content of each unit. These files are also available through a student page and can be sent on disk on request.

# MOS Access 2013 Course

## • GMetrix Exam Preparation Software:

The course also comes with GMetrix exam preparation software. The GMetrix Skills Management System provides everything you need to prepare for the Microsoft Office Specialist (MOS) Certification.>

## Overview of Test features:

- Practice tests map to the Microsoft Office Specialist (MOS) exam objectives.
- All tests are in-application or performance-based simulations to provide the best assessment of real-world experience.
- All tests have both a testing and a training mode providing step-by-step help on each question.
- Progress at own pace, save test to resume later, return to skipped questions.
- Detailed, printable score report highlighting areas requiring further review.

**Please Note:** You will need a version of Microsoft Office 2013 to be able to use the GMetrix software package.

## Prerequisites:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Access 2013 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.

**APPLE MAC USERS:** We recommend this course is completed on a PC with the Windows Operating System. The course can be run on an Apple Macs using software such as Boot Camp, Parallels Desktop 7, VMware fusion or CrossOver Mac although we cannot support any issues that may occur with PC-Based software running on a Mac.

## Assessment:

Assessment is in the form of MOS Examinations. MOS 2013 Examinations are project-based simulations which are designed to offer real world exercises to appraise a student's understanding of using Microsoft Office.

## Qualification:

On completion of this course students can apply for the Microsoft Office Specialist Access 77-424 Examination. Exams must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased via our website for £75.00. We advise buying this when you are ready to sit your test, although you can add this to your order when you purchase your course.



**Please Note:** Exam Centres will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.