



MOS – Access Expert

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 expert-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. It is recommended that candidates are knowledgeable on all course topics covered in the MOS – Access Core course.

COURSE OUTLINE - EXPERT

(1) Customising Tables	(5) Using Databases on the Internet
<ul style="list-style-type: none"> • Creating an Index • Normalising a Table • Setting a Default Data Entry Value • Creating, Modifying an Input Mask, Lookup Field • Defining a Data Validation Rule • Creating a Relationship 	<ul style="list-style-type: none"> • Creating a Hyperlink • Exporting a Form to HTML • Creating a Data Access Page • Grouping a Data Access Page • Sorting and Grouping Data on a Data Access Page
(2) Creating Custom Queries	(6) Automating Tasks
<ul style="list-style-type: none"> • Specifying Criteria in Multiple Fields • Modifying Query Properties • Applying Filters to a Query • Calculating Totals in a Query • Creating an Action, Parameter, Crosstab Query • Joining Tables in a Query • Creating Many-to-Many Queries 	<ul style="list-style-type: none"> • Creating an AutoKeys Macro • Using Controls to Run a Macro • Assigning a Macro to an Event • Assigning a Macro to a Condition • Testing and Debugging a Macro
(3) Customising Forms	(7) Using Database Tools
<ul style="list-style-type: none"> • Creating a Form in Design View • Adding a List to a Form • Customising Form Sections • Inserting a Graphic • Modifying Control Properties • Creating a Subform, Switchboard 	<ul style="list-style-type: none"> • Setting, Modifying, Deleting a Database Password • Encrypting and Decrypting a Database • Replicating a Database • Splitting a Database • Converting a Database • Setting Startup Options
(4) Customising Reports	(8) Integrating Access with MS Applications
<ul style="list-style-type: none"> • Creating and Modifying a Report • Adding Sections to a Report • Sorting and Grouping Report Data • Modifying Report Properties • Adding and Modifying Report Controls • Creating a Subreport • Synchronising Report Data 	<ul style="list-style-type: none"> • Creating a Graph • Exporting Data to Excel • Dragging Tables and Queries to Excel • Creating a Link

