Course Ou

Microsoft Access 201



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Contents

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

   Syllabus

   Chapter 1: An Introduction to Database Development

   Chapter 2: Getting Started with Access

   Chapter 3: Creating Access Tables

   Chapter 4: Understanding Table Relationships

   Chapter 5: Working with Access Tables

   Chapter 6: Importing and Exporting Data

   Chapter 7: Linking to External Data

   Chapter 8: Selecting Data with Queries

   Chapter 9: Using Operators and Expressions in Access

   Chapter 10: Going Beyond Select Queries

   Chapter 11: Working with Calculations and Dates

   Chapter 12: Performing Conditional Analyses

   Chapter 13: Fundamentals of Using Access SQL

   Chapter 14: Subqueries and Domain Aggregate Functions

   Chapter 15: Creating Basic Access Forms

Chapter 16: Working with Data on Access Forms

Chapter 17: Working with Form Controls

Chapter 18: Presenting Data with Access Reports

Chapter 19: Advanced Access Report Techniques

Chapter 20: Advanced Data Access with VBA

Chapter 21: Appendix A

Chapter 22: Appendix B

Chapter 23: Appendix C

Videos and How To

9. Practice Test

Here's what you get

Features

10. Post-Assessment

1. Course Objective

Prepare for the Microsoft Access 2013 77-424 exam with the MOS: Microsoft Access 2013 course. The course focuses on the MOS 77-424 exam objectives and provides the knowledge required to create and manage databases; build tables, create queries, forms, and reports; and more. The Microsoft Access training course is designed to provide all the skills required to compact, repair, and back up databases, print, and export a database, and more.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

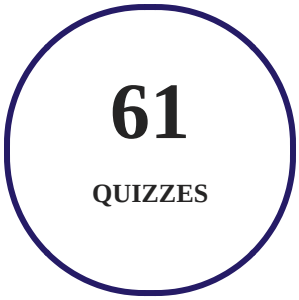
3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.



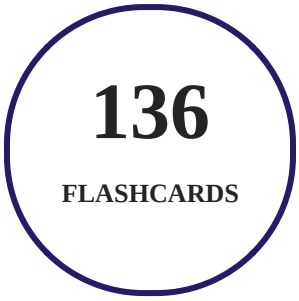
4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



5. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution
    2. Best Virtual Learning Solution
    3. Best Student Assessment Solution
    4. Best Postsecondary Learning Solution
    5. Best Career and Workforce Readiness Solution
    6. Best Instructional Solution in Other Curriculum Areas
    7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**
  1. Best Virtual Learning Solution
  2. Best Content Authoring Development or Curation Solution
  3. Best Higher Education Learning Management Solution (LMS)

- **2020**
  1. Best College and Career Readiness Solution
  2. Best Cross-Curricular Solution
  3. Best Virtual Learning Solution

11.  Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: An Introduction to Database Development

- The Database Terminology of Access
- Relational Databases
- Access Database Objects

- A Five-Step Design Method

Chapter 2: Getting Started with Access

- The Access Welcome Screen
- How to Create a Blank Desktop Database
- The Access 2013 Interface
- Bulletproofing an Application

Chapter 3: Creating Access Tables

- Table Types
- Creating a New Table
- Creating tblCustomers
- Changing a Table Design
- Understanding tblCustomers Field Properties
- Setting the Primary Key
- Saving the Completed Table
- Manipulating Tables
- Adding Records to a Database Table

- Understanding Attachment Fields

Chapter 4: Understanding Table Relationships

- Building Bulletproof Databases
- Data Normalization and Denormalization
- Table Relationships
- Integrity Rules
- Keys

Chapter 5: Working with Access Tables

- Understanding Datasheets
- Looking at the Datasheet Window
- Opening a Datasheet
- Entering New Data
- Navigating Records in a Datasheet
- Changing Values in a Datasheet
- Using the Undo Feature
- Copying and Pasting Values
- Replacing Values

- Adding New Records
- Deleting Records
- Displaying Records
- Sorting and Filtering Records in a Datasheet
- Aggregating Data
- Printing Records

Chapter 6: Importing and Exporting Data

- How Access Works with External Data
- Options for Importing and Exporting
- How to Import External Data
- How to Export to External Formats

Chapter 7: Linking to External Data

- Linking External Data
- Working with Linked Tables

Chapter 8: Selecting Data with Queries

- Introducing Queries

- Creating a Query
- Working with Query Fields
- Adding Criteria to Your Queries
- Printing a Query's Recordset
- Saving a Query
- Creating Multi-Table Queries
- Working with the Table Pane

Chapter 9: Using Operators and Expressions in Access

- Introducing Operators
- Using Operators and Expressions in Queries
- Entering Single-Value Field Criteria
- Using Multiple Criteria in a Query
- Entering Criteria in Multiple Fields

Chapter 10: Going Beyond Select Queries

- Action Queries
- Crosstab Queries

Chapter 11: Working with Calculations and Dates

- Using Calculations in Your Analyses
- Using Dates in Your Analyses

Chapter 12: Performing Conditional Analyses

- Using Parameter Queries
- Using Conditional Functions

Chapter 13: Fundamentals of Using Access SQL

- Understanding Basic SQL
- Getting Fancy with Advanced SQL Statements
- Using SQL Specific Queries

Chapter 14: Subqueries and Domain Aggregate Functions

- Enhancing Your Analyses with Subqueries
- Domain Aggregate Functions

Chapter 15: Creating Basic Access Forms

- Formulating Forms

- Working with Controls
- Introducing Properties

Chapter 16: Working with Data on Access Forms

- Using Form View
- Changing Values in a Form
- Printing a Form
- Working with Form Properties
- Adding a Form Header or Footer
- Working with Section Properties
- Changing the Layout
- Converting a Form to a Report

Chapter 17: Working with Form Controls

- Setting Control Properties
- Creating a Calculated Control
- Working with Subforms
- Form Design Tips
- Tackling Advanced Forms Techniques

- Using the Tab Control
- Designing a Form from Scratch

Chapter 18: Presenting Data with Access Reports

- Introducing Reports
- Creating a Report, from Beginning to End
- Banded Report Design Concepts
- Creating a Report from Scratch
- Improving the Report's Appearance

Chapter 19: Advanced Access Report Techniques

- Grouping and Sorting Data
- Formatting Data
- Adding Data
- Trying More Techniques
- Transforming Data in Access

Chapter 20: Advanced Data Access with VBA

- Introducing Visual Basic for Applications

- Understanding VBA Terminology
- Adding an Unbound Combo Box to a Form to Find Data
- Filtering a Form

Chapter 21: Appendix A

- MOS Access

Chapter 22: Appendix B

- Function Reference for Data Analysts

Chapter 23: Appendix C

- Video Tutorials

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

164	11:10
VIDEOS	HOURS

12. Practice Test

Here's what you get

39	2	45
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.