BOSTON ‡ NETWORK
The Global Knowledge Network

Course:

Microsoft Access 2016: Basic

Duration: 1 day

Description:

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access 2016 productively and efficiently. After an introduction to the Access 2016 environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2016 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2016. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

Table Of Contents:

Unit 1: Getting started
       Topic A: Database Concepts
       Topic B: Exploring the Access environment

Unit 2: Databases and tables
       Topic A: Planning and designing databases
       Topic B: Exploring tab les
       Topic C: Creating tables

Unit 3: Fields and records
       Topic A: Changing the design of a table
       Topic B: Finding and editing records
       Topic C: Organizing records

Unit 4: Data Entry rules
       Topic A: Setting field properties
       Topic B: Working with input masks
       Topic C: Setting validation rules

Unit 5: Basic queries
      Topic A: Creating and using queries
      Topic B: Modifying query results and queries
      Topic C: Performing operations in queries

Unit 6: Using forms
      Topic A: Creating forms
      Topic B: Using Design view
      Topic C: Sorting and filtering records

Unit 7: Working with reports
      Topic A: Creating reports
      Topic B: Modifying and printing reports

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Course:
Microsoft Access 2016: Intermediate

Duration: 2 days

Description:

This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 2016 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, subforms and subreports, navigation forms, and calculated fields.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2016 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2016. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

Table Of Contents:

Unit 1: Relational databases
      Topic A: Database normalization
      Topic B: Table relationships
      Topic C: Referential integrity

Unit 2: Related tables
      Topic A: Creating lookup fields
      Topic B: Modifying lookup fields
      Topic C: Subdatasheets

Unit 3: Complex queries
      Topic A: Joining tables in queries
      Topic B: Using calculated fields
      Topic C: Summarizing and grouping values

Unit 4: Advanced form design
      Topic A: Adding unbound controls
      Topic B: Graphics
      Topic C: Adding calculated values
      Topic D: Adding combo boxes
      Topic E: Advanced form types

Unit 5: Reports and printing
     Topic A: Report formatting
     Topic B: Calculated values and subreports
     Topic C: Printing
     Topic D: Label printing

Unit 6: Charts
     Topic A: Charts in forms
     Topic B: Charts in reports

Course:

Microsoft Access 2016: Advanced

Duration: 1 Day

Description:

This ILT Series course builds on the skills and concepts taught in Access 2016: Basic and Access 2016: Intermediate.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2016 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2016. We also provide an online test preparation application for this course. Click the Test Prep link on Axzo's home page to find a list of the applications

Table Of Contents:

Unit 5: Importing, exporting, and linking objects
Topic A: Importing objects
Topic B: Exporting objects
Topic C: Working with XML documents
Topic D: Linking Access objects
Topic E: Using hyperlink fields

Unit 6: Database management
Topic A: Optimizing resources
Topic B: Protecting databases
Topic C: Setting options and properties