



Access
Advanced

Preparation for part of the Microsoft Office Specialist (77-424) certification exam.

Course Overview: This course includes a collection of query options to help make creating and modifying queries, easy. Access provides a number of query types with the ability to review data before running the queries. You can update or delete data that meets a certain criteria, request user input, and add calculated fields to queries. You can also group and summarize your data in queries. This course explores creating queries through the Query Wizard and Query Design. It also covers different types of queries like the Update and Delete queries, as well as the Parameter query. You will learn about adding new fields to queries, saving queries, and renaming them. You will also explore hiding or removing fields from queries as well as deleting queries. Finally, this course shows how to add calculated fields to queries, and group and summarize data in a query.

Prerequisite: [Access Intermediate](#)

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Outline the steps for creating a query
2. Apply various formatting options to a query
3. Apply Conditional Formatting
4. Explain how queries can be updated and/or deleted
5. Sequence the steps to add, hide and remove a field from a query
6. Modify a query by grouping and summarizing data
7. Automate Data Entry Using a Macro
8. Analyze the Performance of a Database

Lesson 1: Implementing Advanced Form Design

- Add Controls to Forms
- Create Sub-forms
- Organize Information with Tab Pages
- Enhance Navigation of Forms
- Apply Conditional Formatting

Lesson 2: Using Data Validation

- Field and Record Validation
- Form Validation

Lesson 3: Using Macros to Improve User Interface Design

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro
- Convert a Macro to VBA

Lesson 4: Using Advanced Database Management

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
 - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
 - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
 - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
 - o Monday-Thursday 8am-11pm
 - o Friday 8am-6pm
 - o Saturday 11am-6pm
- **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

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CERT COACHING SESSION 866-700-3636