uCertify

Course Outline

Microsoft Access 2019 (MO-500)



28 Mar 2024

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3. Exercises, Quizzes, Flashcards & Glossary

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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

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   Chapter 2: Database fundamentals

   Chapter 3: Tables

   Chapter 4: Queries

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   Chapter 6: Reports

   Chapter 7: Introduction

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Here's what you get

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1. Course Objective

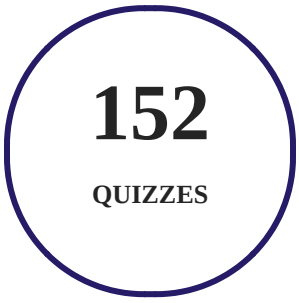
Gain the skills required to pass the Microsoft Access certification exam with the Microsoft Access 2019 course and lab. Lab delivers hands-on experience replacing expensive physical labs. The course and lab cover the MS Access MO-500 exam objectives and provide the ability to create and maintain Access Database objects including tables, relationships, data entry forms, multilevel reports, and multi-table queries. The Microsoft Access training has the best MO-500 practice tests to help you master the skills covered in the exam.

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. 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.



4. 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.



5. 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.



6. 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.

7. 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.

8. 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.

9. 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

10. 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: Introduction

- Course setup

Chapter 2: Database fundamentals

- Module A: Understanding general database terms
- Module B: Relational databases
- Module C: Access interface and objects
- Summary

Chapter 3: Tables

- Module A: Creating tables
- Module B: Creating fields
- Module C: Data Validation
- Module D: Relationships and keys
- Summary

Chapter 4: Queries

- Module A: Creating basic queries
- Module B: Modifying queries
- Module C: Using calculated fields
- Summary

Chapter 5: Forms

- Module A: Creating simple forms
- Module B: Form design
- Module C: Form controls
- Summary

Chapter 6: Reports

- Module A: Creating Reports
- Module B: Report controls
- Module C: Formatting reports
- Summary

Chapter 7: Introduction

- Course setup

Chapter 8: Advanced queries

- Module A: Grouping and summarizing
- Module B: Updating, deleting, and relationships
- Module C: Indexing for performance
- Summary

Chapter 9: Advanced forms

- Module A: Subforms
- Module B: Advanced control types
- Module C: Specialized form types

- Summary

Chapter 10: Advanced reports

- Module A: Subreports
- Module B: Advanced grouping
- Module C: Advanced formatting
- Summary

Chapter 11: Macros

- Module A: Creating basic macros
- Module B: Using variables
- Module C: Troubleshooting macros
- Summary

Chapter 12: Database management

- Module A: Compact & Repair
- Module B: Restoring a database
- Module C: Other maintenance tasks
- Summary

11. Practice Test

Here's what you get

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PRE-ASSESSMENTS QUESTIONS	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.

12. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Database fundamentals

- Exploring a Query
- Importing a Flat File
- Creating a Database from a Template
- Using the Navigation Pane

Tables

- Creating a Blank Table
- Deleting a Table from a Database
- Renaming a Table
- Changing the Form Header using the Caption Property
- Creating a Primary Key
- Adding a Field in Datasheet View
- Modifying Fields in Design View
- Adding Records to a Database Table
- Creating and Formatting a New Table
- Changing Date/Time Controls
- Creating a Table-level Validation Rule
- Setting the Required and Default Value Properties
- Setting Validation Rules
- Creating a Relationship Between Tables

Queries

- Creating a Select Query
- Creating an Append Query
- Saving a Filter as a Query
- Creating a Totals Query
- Creating an Update Query
- Modifying a Query
- Formatting a Query
- Sorting a Query
- Creating a Make Table Query
- Creating a Delete Query
- Adding the Criteria
- Creating a Crosstab Query
- Using Date Ranges in a Report
- Using Calculated Fields

Forms

- Creating and Viewing a Form in Form View
- Creating a Form Using the Form Wizard
- Designing a Form
- Creating a Split Form
- Adding Form Controls
- Adding List Controls and Command Buttons
- Changing the Layout of Controls

Reports

- Creating a Basic Report
- Creating a New Report and Binding it to a Query
- Creating a Report Using the Report Wizard
- Controlling a Report's Data Source
- Manipulating Controls in a Report
- Creating Labels Using the Label Wizard

- Creating a Calculated Field
- Formatting a Report and an Image
- Grouping a Report and Adding a Group Summary Calculation
- Working with Themes

Advanced queries

- Grouping and Summarizing Data
- Using the WHERE Clause
- Performing Cascading Updates and Deletions
- Deleting a Record
- Indexing a Table

Advanced forms

- Creating a Subform and Linking Forms
- Creating a Chart Using the Chart Wizard
- Inserting a Background Image in a Form
- Working with Advanced Form Controls

Advanced reports

- Creating Unrelated Subreports
- Adding a Related Subreport to an Existing Report
- Creating a Subreport with the Same Record Source as the Main Report
- Sorting a Field of Reports
- Adding Running Sums to a Report
- Using the Report Formatting Options

Macros

- Creating a Data Macro
- Creating an Embedded Macro
- Creating a Macro
- Exporting Objects to Other Access Databases
- Debugging a Macro

Database management

- Running Compact & Repair
- Restoring an Access Database
- Using Print Preview to Create a Print Layout
- Performing the Maintenance Tasks

Here's what you get

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LIVE LABS

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.

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