



## Course Features

- Instructor-led training online
- Custom Multimedia presentations
- Live instructor support
- Live virtual labs
- **Free Upgrades**
- **Money-back guarantee\***

### Live Instructor Support Package

- Participate in our live technical webinars featuring our in-house instructors.
- Speak off-line directly with our instructors.

### Live Classroom Training and Remote Virtual Boot Camps

- Customized training solutions for individuals and organizations. Call for information.

### Live Virtual Labs

- Login to a virtual machine and practice with real equipment
- Chat with instructors and other students around the world

## Also Available

### IT Certification Training Course Library Packages

BUOB's IT Training Course Library Subscriptions offer our entire range of training courses at substantial cost savings.

- CompTIA one-year library
- Microsoft one-year library
- Cisco one-year library
- Complete IT one-year library

# BUOB Computer Training™ Virtual Classroom for Microsoft Certified Application Specialist:

## Office 2010 Training Course

The **Microsoft Office Specialist (MOS) Training Package** from BUOB Computer Training include expert instructor-led training modules with customized presentations, practice exam simulators and learning supplements for an all-inclusive training program that provides all the benefits of classroom training at your own pace.

BUOB Computer Training's MOS 2010 Training Package includes the following exams:

Microsoft Word 2010	(Exam 77-881)
Microsoft Excel 2010	(Exam 77-882)
Microsoft Access 2010	(Exam 77-885)
Microsoft PowerPoint 2010	(Exam 77-883)
Microsoft Outlook 2010	(Exam 77-884)

The **Microsoft Office Specialist (MOS) credential**, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand 2010 Microsoft Office system products—Microsoft Office Word 2010, Excel 2010, PowerPoint 2010, Access 2010, and Outlook 2010. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification.

BUOB Computer Training's Office 2010 MOS Certification training courses prepare students for the MOS exams by teaching greater skill mastery in each of the individual Microsoft Office 2010 programs. Candidates must pass one or more certification exams in order to earn the MOS credential. The MOS exams provide a valid and reliable measure of technical proficiency and expertise in Microsoft Office 2010 by evaluating the ability to use the advanced features in the products to solve real-world business problems.

BUOB Computer Training offers individual MOS certification training courses for Access 2010, Excel 2010, Outlook 2010, PowerPoint 2010 and Word 2010. As a Microsoft Certified Partner, you can be certain that BUOB Computer Training's comprehensive MCAS training program will provide you with all the tools necessary to successfully prepare for your MCAS certification exam(s). We guarantee it!

*\*If you fail the same exam covered by BUOB Computer Training's training on two (2) attempts within 180 days of purchase, a refund will be issued for the corresponding training package.*



# COURSE OUTLINE

## Access 2010

### Course Introduction

- Instructor Introduction
- Access Overview
- Course Outline

### Section 1: Access Basics

- Section Overview
- What Does Access Do?
- Access Application Window
- Database Objects
- Basic Database and Table Management
- Customizing Access
- Keyboard Shortcuts
- Section Review

### Section 2: Designing a Database

- Section Overview
- Database Design Process
- Normalizing Data
- Setting Primary and Foreign Keys
- Section Review

### Section 3: Building a Database

- Section Overview
- Creating A New Database
- Creating Tables
- Inserting Field's in Tables
- Setting Up Field Properties
- Formatting the Datasheet View
- Creating Relationships
- Keyboard Shortcuts
- Section Review

### Section 4: Managing Table Data

- Section Overview
- Updating and Deleting Records
- Finding and Replacing Values
- Adding a Total Row
- Using Sub-datasheets
- Sorting Data
- Filtering Data
- Keyboard Shortcuts
- Section Review

### Section 5: Creating Selection Queries

- Section Overview
- Creating Queries Using the Query Wizard
- Creating Queries Using the Query Design View
- Adding Criteria
- Add Calculated Fields to Query
- Section Review

### Section 6: Creating and Managing Forms

- Section Overview
- Form Basics and Creating Forms
- Contextual Tabs Design and Layout View
- Managing Table Data with Forms
- Modifying the Look and Design
- Design Tab Controls
- Section Review

### Section 7: Creating and Managing Reports

- Section Overview
- Creating Reports, Report Views, and Managing Report Sections
- Adding Calculated Fields and Formatting The Report Controls
- Section Review

### Section 8: Controlling Data Entry

- Section Overview
- Setting Field Properties
- Validation Rules
- Input Mask
- Create Lookup Field
- Review

### Section 9: Finding and Joining Data

- Section Overview
- Inner and Outer Joins
- Joining Unrelated Tables and Relating Data Within Tables
- Section Review

### Section 10: Creating Flexible Queries

- Section Overview
- Select Query Properties
- Parameter Queries
- Using Wild Cards
- Creating Action Queries
- Section Review

### Section 11: Enhancing Forms

- Section Overview
- Using the Form Layout View and Improving Form Appearance
- Restricting Data Entry
- Command Buttons and Creating Subforms
- Section Review

### Section 12: Customizing Reports

- Section Overview
- Organizing Report Information and Setting Report Control Properties
- Page Layout and Controlling Pagination
- Summarize Info and Sub-reports
- Mailing Labels
- Section Review

### Section 13: Sharing Access Data

- Section Overview
- Importing and Exporting Data
- Sharing Data and Merging Data with Word
- Section Review

### Section 14: Structuring Existing Data

- Section Overview
- Analyzing Tables and Junction Tables
- Improving Table Structure
- Section Review

### Section 15: Writing Table Queries

- Section Overview
- Multi Table Query
- Creating Unmatched Queries
- Create Duplicate Queries
- Create Duplicate Queries and Grouping and Summarizing
- Crosstab Query

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- Creating Pivot tables and Pivot Charts
- Section Review

### **Section 16: Using Macros**

- Section Overview
- Planning and Creating Macros
- Attach Macros to Command Buttons
- Restrict Records Displayed Using Where Condition
- Require Data Entry with Macros
- Automate Data Entry
- Section Review

### **Section 17: Making Forms More Effective**

- Section Overview
- Form Format Properties
- Active X Controls and Tabbed Pages
- Display Pivot Chart Table on Forms
- Section Review

### **Section 18: Improving Reports**

- Section Overview
- Include Chart In Report and Concatenating
- Arranging Data In Columns, Grouping, and Parameter Reports
- Report Events and Canceling a Blank Report from Printing
- Section Review

### **Section 19: Creating a Startup Interface**

- Section Overview
- Creating and Modifying a DB Switchboard
- Setting and Modifying Startup Options
- Section Review

### **Section 20: DataBase Maintenance**

- Section Overview
- Database Maintenance Tools
- Section Review

### **Section 21: Distributing and Securing a Database**

- Section Overview
- Splitting a Database
- Implementing Security and Trust center
- Setting Passwords
- Converting Files and Signing with Digital Signatures
- Section Review
- Course Review