

# uCertify

## Microsoft Access 2019 (MO-500)



Lesson



Practice test



Live-Lab

- 3. 1 Introduction
- 2 Database fundamentals
- 3 Tables
- 4 Queries
- 5 Forms
- 6 Reports
- 7 Introduction
- 8 Advanced queries
- 9 Advanced forms
- 10 Advanced reports
- 11 Macros
- 12 Database management

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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.

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- 2019  
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- 2020  
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### 1: Introduction

- Course setup

### 2: Database fundamentals

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

### 3: Tables

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

#### 4: Queries

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

#### 5: Forms

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

#### 6: Reports

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

## 7: Introduction

- Course setup

## 8: Advanced queries

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

## 9: Advanced forms

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

- Summary

## 10: Advanced reports

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

## 11: Macros

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

## 12: Database management

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



- Summary

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PRE-ASSESSMENTS QUESTIONS

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POST-ASSESSMENTS QUESTIONS

## 12 Live Labs

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### 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



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support@ucertify.com

