TOSA® Access: Certification
Version 2016/2013/2010

Hands-on course of 3 days - 21h
Ref.: TOA - Price 2024: €1 350 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Create a database, add tables and associated keys

Create and manage relationships between tables

Run queries and become familiar with the SQL language

Master the main macros and VBA procedures

Certify your skills with TOSA®

TEACHING METHODS

Active learning based on discussions, real-world exercises, practice for taking the TOSA® certification exam, and an evaluation of what was learned from the training.

HANDS-ON WORK

Hands-on and practice exercises to prepare you to take the TOSA® certification exam.

CERTIFICATION
Information needed to register for TOSA® certification is collected at the start of the training session. The exam is proctored by the instructor and is carried out online during the last hour of the course. When carried out remotely, a special system is used for monitoring. Certification is in the form of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score.

THE PROGRAMME

last updated: 06/2022

1) Developing databases and tables
- Importing data from a model, an import, etc.
- Designing and customizing the structure of a data table.
- Managing and updating fields: use, rename, etc.
- Mastering the main types of fields and their properties: Short Text, Long Text, Number, Date/Time, etc.
- Developing calculated fields.
- Creating and using a simple and compound primary key.
- Different types of relationships and how to manage joins between tables.
Hands-on work : Overview of the TOSA® test, and head count of participants when going around the room. Designing a database. Creating a table from the "Create" mode and an empty database.

2) Launching queries
- Sorting and filtering data with simple to advanced criteria.
- Creating simple and complex queries.
- Incorporating calculations into queries.
- Creating advanced parameterized queries with groupings.

- Using the "select", "analyze" and "action" queries.
- Designing and managing pivot table queries.
Hands-on work : Sorting and filtering a database. Performing simple to advanced queries.

3) Designing elaborate forms
- Creating a form with the wizard and from a blank form.
- Using the "Create" mode.
- Customizing a form.
- Adding graphic objects.
- Incorporating a calculation.
- Creating an advanced form with a subform.
Hands-on work : Create an input form, integrate a sub-form and calculations.

4) Mastering report management
- Controls that can be used in the reports.
- Create simple reports and groupings within reports.
- Performing statistical calculations.
- Editing the formating and layout of a report.
Hands-on work : Representing data in the form of reports with Access. Integrating calculations and statistics.

5) Improving your knowledge of macros and VBA
- Most common macros.
- Managing triggers.
- Creating an elaborate start menu.
- Displaying the VBE, reading and editing a simple code.
- Writing a simple VBA procedure, main concepts and syntax.
- Using the main arithmetic operators and blocks, conditions and loops.
Exercise : Creating macros in different actions. Assigning a button to a macro. Designing a start-up menu. Certify your skills with TOSA®

DATES

Contact us