

## FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE TEMPLATE

### Full Programme Title

Microsoft Office Specialist - Access

### 100 Word Overview

This training course is designed for those with basic Microsoft Access experience to allow them to develop a fundamental understanding of the Access 2013 environment together with the ability to complete tasks independently and with confidence. The objective of the course is to up-skill participants by preparing them for the MOS Access professional exam.

### Objectives of the Programme

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

Upon successful completion of the course learners will have an understanding of how to:

- Create and format a table
- Manage records
- Create and modify fields
- Create and modify a query
- Utilise calculated fields and grouping within a query
- Create a format a form
- Set form controls
- Create and format a report
- Set report controls

### Awarding Body

Microsoft

### SCQF Level

6

### **Benefits to Employers**

- The development of your workforce can result in benefits to your business including:
  - More confident, up-skilled employees
  - Increased productivity and efficiency
  - An engaged and motivated workforce
  - Excellent service to your customers
  - Reduced absenteeism and employee turnover

### **Benefits to Employees**

- Gain greater knowledge and confidence in the use of Microsoft Access
- Gain internationally recognised Microsoft certification

### **Duration**

3 days e.g. 1 day per week

The exam can take place any time up to 6 months after the training. We will an exam voucher with an expiry date.

### **Maximum Learner Numbers**

12 for face to face delivery

### **Employer Premises Delivery**

Yes