uCertify

Course Outline

Microsoft Access 2016 (77-730)

13 Jun 2025

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
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

   Syllabus

   Chapter 1: Introduction to Access 2016

   Chapter 2: Creating Database Tables

   Chapter 3: Working with Tables and Database Records

   Chapter 4: Modifying Tables and Fields

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   Here's what you get

Features

10. Live labs

Lab Tasks

Here's what you get

11. Post-Assessment

1. Course Objective

Get certified for the MOS 77-730 exam with the Microsoft Access 2016 course and lab. The lab is cloud-based, device-enabled, and can easily be integrated with an LMS. The Microsoft Access training course and lab cover the 77-730 exam objectives and impart the skills required for creating and managing a database, building tables, creating queries, creating forms, and creating reports.

2. Pre-Assessment

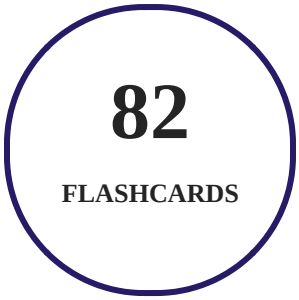
Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Quiz

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 to Access 2016

- Getting Started
- Working in the Access Interface
- Summary

Chapter 2: Creating Database Tables

- Introducing Tables
- Creating a Table
- Saving and Modifying a Table

- Summary

Chapter 3: Working with Tables and Database Records

- Navigating Specific Records
- Adding, Updating, and Deleting Records
- Working with Primary Keys
- Finding and Replacing Data
- Sorting and Filtering Data and Setting Field Viewing Options Within a Table
- Understanding Table Relationships
- Summary

Chapter 4: Modifying Tables and Fields

- Creating Fields and Modifying Field Properties
- Modifying Database Tables and Fields
- Summary

Chapter 5: Creating Forms

- Creating a Form
- Sorting and Filtering Data in a Form

- Summary

Chapter 6: Creating Reports

- Creating a Report
- Working With Reports
- Summary

Chapter 7: Creating and Modifying Queries

- Creating a Query
- Modifying a Query
- Sorting and Filtering Data in a Query
- Format Fields Within Queries
- Summary

Chapter 8: Using Controls in Forms and Reports

- Controls
- Defining Control Tab Order
- Formatting Controls
- Arranging Control Alignment, Size, and Position

- Adjusting Page Margins and Changing Page Orientations for Forms and Reports
- Summary

Chapter 9: Understanding Advanced Forms

- Creating Advanced Forms
- Using Application Parts to Create Blank Forms
- Creating and Modifying a Navigation Form
- Summary

Chapter 10: Creating Advanced Reports

- Defining Groups
- Creating Aggregate Fields
- Creating a Subform on a Report
- Creating the Print Layout
- Using the Label Wizard
- Summary

Chapter 11: Creating Advanced Queries

- Creating Crosstab Queries

- Creating a Subquery
- Filtering and Saving a Filter as a Query
- Creating Action Queries
- Understanding Advanced Query Modification
- Summary

Chapter 12: Displaying and Sharing Data

- Creating a Chart Using the Chart Wizard
- Formatting a Chart
- Changing Chart Types
- Saving a Database Object as Another File Type and Printing
- Summary

Chapter 13: Importing and Exporting Data

- Importing Data
- Exporting Data
- Saving and Running Import/Export Specifications
- Summary

Chapter 14: Understanding Database Tools

- Maintaining a Database
- Using Database Tools
- Encrypting and Decrypting a Database
- Navigating in Access Database
- Improving User Interface Design by Using Macros
- Summary

Chapter 15: Appendix: 3D Avatar-based Simulation

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

124	07:14
VIDEOS	HOURS

11. Practice Test

Here's what you get

17	17
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

Introduction to Access 2016

- Creating a Blank Database
- Creating a Database from a Template

Creating Database Tables

- Creating a New Table and Changing its Font Style and Size
- Changing Gridlines to Vertical

Working with Tables and Database Records

- Deleting a Record
- Adding Records to a Database Table
- Finding and Replacing a Specific Value
- Calculating Average and Exporting a Table in Text Format
- Hiding the Fields
- Creating a Relationship Between Tables

Modifying Tables and Fields

- Opening a Table in Design View and Editing its Field Properties
- Renaming a Table
- Deleting a Table from a Database
- Changing the Title Bar Text with the Caption Property
- Creating Multivalued Lookup Fields

Creating Forms

- Creating and Viewing a Form in Form View
- Using the Filter By Form Option

Creating Reports

- Creating a New Report and Binding it to a Query
- Sorting a Field of Reports

Creating and Modifying Queries

- Using a Find Duplicates Query Wizard
- Finding Unmatched Records

Using Controls in Forms and Reports

- Changing Date/Time Controls
- Changing the Width of a Form
- Creating a Basic Form and Applying Themes
- Inserting a Background Image in a Form

Understanding Advanced Forms

- Creating a Split Form

Creating Advanced Reports

- Creating Labels Using the Label Wizard

Creating Advanced Queries

- Creating Crosstab Queries
- Saving a Filter as a Query
- Creating an Append Query

Displaying and Sharing Data

- Printing a Database Object

Importing and Exporting Data

- Importing a Table from Another Access Database
- Exporting Objects to Other Access Databases

Understanding Database Tools

- Compacting and Repairing a Database
- Backing Up a Database
- Splitting a Database

Here's what you get

36	40	02:20
LIVE LABS	VIDEO TUTORIALS	HOURS

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.