Online MS Office Training and certification in MS Access by Elissa Joyce

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Microsoft Office Access can be learnt through experience at your place of work, by taking classes or through online MS Office training. Whichever method you opt for, you can decide to sit for the relevant MS Office Access exams and be credited with a certificate for the same, known as the Microsoft Office Specialist: Access 2007 or Microsoft Office Specialist: Access 2010, depending on the version of the program that you decide to sit for its examination.

Online Resources for Training

There are various training and resources offered online by different authors and institutionsâ€™ websites. There are also E-books that you can download and read. However, it is important to remember to integrate the online Access training resources with a hands-on experience of the respective product that you intend to sit for exams.

The training that you go through should be able to equip you with knowledge and skills in the following aspects of the program:

â€¢ Structuring of MS Access databases

â€¢ Creating as well as formatting of the database elements

â€¢ Data entry and modification

â€¢ Data presentation and sharing

â€¢ Databases management and maintenance.

The MS Office Access Exams

The exams are offered depending on the version of the product. Currently, most people prefer to take the exams for MS Access 2007 and MS Access 2010 versions. The official Microsoft Office exams for these two versions of Access are Exam 77-605 and Exam 77-885 respectively. However, there are still some students who take the exams for previous versions of the product, like the 2003 and 2000 versions.

There is no standard format in which the exams are usually presented, and as such, you have to prepare well and read and train extensively. Moreover, the exams offered might sometimes incorporate adaptive testing techniques as well as simulation items, and this only stresses the need for thorough preparation.

MOAC and MCAS

The Microsoft Official Academic Course or MOAC is an online course that covers many aspects of the MS office packages, including MS Access 2007. The course prepares you to take the Microsoft Certified Application Specialist or simply MCAS exams. The specific course for MOAC for online Access training is course 77-605: Microsoft Office Access 2007 and it is very comprehensive with training materials that include lab manuals, e-books, authentic business examples and situations and software trial for six months (Microsoft Office Professional 2007).

Cost of the Training

Depending on the approach of online MS Office training that you will take, the cost can range from anything between free and a few hundred dollars if at all you are after exams and certification. The variations in cost also depend on the website that is offering the training.

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It is advisable to use many resources when you are taking an a online MS Office training course. This is because one training manual or e-book might not cover all the concepts that you should understand. a Online Access training has many resources at your disposal, so do not limit yourself and your ability to become an expert in using the software.

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