

# TOSA® Access: Certification

## Version 2016/2013/2010

Hands-on course of 3 days - 21h  
Ref.: TOA - Price 2024: CHF1 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.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## 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 formatting 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

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Contact us