

Microsoft Office Specialist - Access

Book a 50 minute online test to show you understand basic database design principles and are able to complete tasks independently, as well as demonstrate the correct application of the principle features of Access 2016 and your ability to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries.

\$149 NZD (GST incl.)

Assessment

Full details of the skills tested in the exam can be found here:

https://www.certipoint.com/portal/common/documentlibrary/MOS_OD_Access_2016_020916NB.pdf

To buy the exam 'voucher' simply click on the Book Online Test button on your Account page.

Once you've paid, we will be in touch to arrange a time for your 50 minute exam, and give you all the details of where to come.

Otago Polytechnic runs a testing centre in Dunedin. If you live outside the Dunedin area your test voucher can be used in other locations - please search for a testing centre at www.xcerio.co.nz before buying a voucher to ensure there is a testing centre near you.

Learning Recommendations

You can learn Access online for free - please note there are different tutorials depending on whether you use 2013 or 2016 versions

www.gcflearnfree.org/access2016/getting-started-in-access/1/

The Mosgiel Community Learning Centre offers one-on-one training in Microsoft

www.op.ac.nz/study/community-learning/

You can buy a 'bundle' that includes online learning and the testing fee. Please note that if you choose this option, you do not need to buy a test from this site.

The cost of the test is part of the Xcerio 'bundle'.

www.xcerio.co.nz/store

Tasks

Prepare your answer

Prepare your answer to this EduBit by completing your proof of learning.

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