

Microsoft® Office Access® 2010: Level 1

Course Specifications

Course number: 084587

Course length: 1.0 day(s)

Certification: MOS: Microsoft Office Access 2010 Exam 77–885

Course Description

Course Objective: You will create and modify new databases and their various objects.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1 or
- Windows XP: Introduction

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- 1 GHz Pentium-class processor or faster
- Minimum 256 MB of RAM. 512 MB of RAM is recommended
- 10 GB hard disk or larger. (You should have at least 1 GB of free hard disk space available for the Office installation.)
- CD-ROM drive
- Mouse or other pointing device
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)
- Projection system to display the instructor's computer screen

Software Requirements

Each computer requires the following software:

- Microsoft® Office Professional Plus 2010 Edition
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® XP Professional with Service Pack 2

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the basic components of an Access database.
- build the structure of a database.
- manage data in tables.
- query a database.
- design forms.
- generate reports.

Course Content

Lesson 1: Getting Started with Access Databases

Topic 1A: Identify the Elements of the Access 2010 Interface

Topic 1B: Identify the Components of a Database

Topic 1C: Examine the Relational Database Design Process

Lesson 2: Building the Structure of a Database

Topic 2A: Create a New Database

Topic 2B: Create a Table Using the Design View

Topic 2C: Manage Tables

Topic 2D: Establish Table Relationships

Lesson 3: Managing Data in a Table

Topic 3A: Modify Table Data

Topic 3B: Sort and Filter Records

Topic 3C: Work with Subdatasheets

Lesson 4: Querying a Database

Topic 4A: Create a Query

Topic 4B: Add Criteria to a Query

Topic 4C: Add a Calculated Field to a Query

Topic 4D: Perform Calculations on a Record Grouping

Lesson 5: Designing Forms

Topic 5A: Create a Form

Topic 5B: Modify the Design of a Form

Topic 5C: View and Edit Data Using an Access Form

Lesson 6: Generating Reports

Topic 6A: Create a Report

Topic 6B: Add a Control to a Report

Topic 6C: Format the Controls in a Report

Topic 6D: Enhance the Appearance of a Report

Topic 6E: Prepare a Report for Print

Appendix A: Microsoft Office Access 2010 Exam 77–885