

Microsoft® Office Access® 2010: Level 2

Course Specifications

Course number: 084588

Course length: 1.0 day(s)

Course Description

Course Objective: You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

Target Student: This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target student may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites: To ensure your success, we recommend that you first take one of Element K's introductory courses, such as *Microsoft® Office Access® 2010 : Level 1*, or have equivalent knowledge and skills.

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 configuration:

- 1 GHz Pentium-class processor or faster.
- Minimum 1 GB of RAM is recommended.
- 10 GB hard disk or larger. (You should have at least 1 GB of free hard disk space available for Office installation.)
- CD-ROM drive.
- Mouse or other pointing device.
- 1024 x 768 resolution monitor.
- 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.
- Windows XP Professional with Service Pack 3.

Course Objectives

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

- streamline data entry and maintain data integrity.
- join tables to retrieve data from unrelated tables.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- improve forms.
- customize reports to organize the displayed information and produce specific print layouts.
- share data between Access and other applications.

Course Content

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties

Topic 1B: Establish Data Entry Formats for Entering Field Values

Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins

Topic 2B: Join Tables with No Common Fields

Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties

Topic 3B: Retrieve Records Based on Input Criteria

Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms

Topic 4B: Organize Information with Tab Pages

Topic 4C: Add a Command Button to a Form

Topic 4D: Create a Subform

Topic 4E: Display a Summary of Data in a Form

Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report Information

Topic 5B: Format Reports

Topic 5C: Control Report Pagination

Topic 5D: Summarize Report Information

Topic 5E: Add a Subreport to an Existing Report

Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

Topic 6A: Import Data into Access

Topic 6B: Export Data to Text File Formats

Topic 6C: Export Access Data to Excel

Topic 6D: Create a Mail Merge