

# 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