Microsoft® Office Access® 2010: Level 2 (Second Edition)

Course Specifications

Course number: 084307
Course length: 1.0 day(s)
Certification: MOS: Microsoft Office Access 2010 Exam 77–885

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 students 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 (Second Edition),* or have equivalent knowledge and skills.

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.

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 retrieve data and modify tables.
- Improve the functionality of Access 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 That Have 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 Sub form
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: Add a Calculated Field to a Report
Topic 5E: Add a Sub report 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

Appendix A: Navigation Forms

Appendix B: Microsoft Office Access 2010 Exam 77–885