Microsoft® Office Access® 2010: Level 1 (Second Edition)

Course Specifications

Course number: 084306
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: You should be familiar with using personal computers. 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 that 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*
- *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.

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
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