The Office Wiz
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COURSE DESCRIPTION FOR
MICROSOFT® OFFICE ACCESS® 2010: LEVEL 1

This class is a must for any self-employed or business person. Databases help you track inventory, personnel and other business resources. In this comprehensive introduction to databases, you'll discover how to design and create a database as well as tables, queries and forms. You will also see how to produce polished reports. The class is instructor-led with hands-on activities. Learn to:

- Examine the basic database concepts and explore the Microsoft Office Access 2010 environment.
- Identify components in a database.
- View data in tables.
- Organize data in tables.
- Query a database.
- Design forms.
- Generate reports.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Basic understanding of Windows. No prior experience with Access is required. However, you must have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Getting Started with Access 2010
 Identify the Elements of the User Interface
 Identify the Tabs and Commands on the Ribbon
 Obtain Help in Access

Lesson 2: Identifying the Components of a Database
 Define Database Concepts
 Identify the Components of a Database
 Examine the Relational Database Design Process

Lesson 3: Organizing Data in Tables
 Create a Table

Modify Table Data and Properties
Create a Table Relationship

Lesson 4: Viewing Data in Tables
Sort Records
Filter Records
View Data from Related Tables

Lesson 5: Querying a Database
Create a Query
Add Criteria to a Query
Add a Calculated Field to a Query
Perform Calculations on a Record Grouping

Lesson 6: Designing Forms
Create a Form
View Data Using an Access Form
Modify a Form

Lesson 7: Generating Reports
View an Access Report
Create a Report
Add a Calculated Field to a Report
Format the Controls in a Report
Apply a Theme to a Report
Prepare a Report for Print

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 1 GB of RAM.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- Windows XP
- Microsoft® Office Professional Plus 2010 Edition.
- Windows XP Professional with Service Pack 2.

OTHER ACCESS CLASSES

- Level 2
- Level 3