The Office Wiz
Training, Consulting and Support Services
(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR
MICROSOFT® OFFICE ACCESS® 2010: LEVEL 2

Looking to delve deeper into Access? This class will introduce you to working with and revising intermediate-level queries, forms and reports. You'll also see how to integrate Access data with other applications such as Microsoft Office Word or Excel as well as master techniques to ensure database integrity. Learn 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.
- Share data across different applications.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Access 2010: Level 1 or equivalent knowledge. You also need a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Controlling Data Entry
      Restrict Data Entry Using Field Properties
      Establish a Data Entry Formats for Entering Field Values
      Create a List of Values for a Field

Lesson 2: Joining Tables
      Create Query Joins
      Join Tables With No Common Fields
      Relate Data Within a Table

Lesson 3: Creating Flexible Queries
      Set Select Query Properties

Retrieve Records Based on Input Criteria
Create Action Queries

Lesson 4: Improving Forms
Restrict Data Entry in Forms
Organize Information with Tab Pages
Add a Command Button to a Form
Create a Subform
Display a Summary of Data in a Form
Change the Display of Data Conditionally

Lesson 5: Customizing Reports
Organize Report Information
Format the Report
Control Report Pagination
Summarize Report Information
Add a Subreport to an Existing Report
Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications
Import Data into Access
Export Data to Text File Formats
Export Access Data to Excel
Create a Mail Merge

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 is recommended.
- 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 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.
- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 3.

OTHER ACCESS CLASSES

- Level 3