

Microsoft® Office Access® 2010: Part 1 [Exam 77-885]

Course Specifications

Course Number: ELK91-001_rev2.2

Course length: 1.0 day(s)

Course Description

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ball park, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, like research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility such as time reporting or recording a sale. But virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2010 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2010 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2010.

Target Student: This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2010, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 7 environment, and be able to use Windows 7 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- ☑ Microsoft® Office Windows® 7: Level 1
- ☑ An introduction to PCs course

Technical 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 configurations:

- ☒ 1 GHz or faster 32-bit (x86) or 64-bit (x64)
- ☒ 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- ☒ 16 GB available hard disk space (32-bit) or 20 GB (64-bit)

Course Outline

- ☒ CD-ROM drive
- ☒ Keyboard and mouse (or other pointing device)
- ☒ 1024 x 768 resolution monitor recommended
- ☒ Network cards and cabling for local network access
- ☒ Internet access (contact your local network administrator)
- ☒ Printer (optional) or an installed printer driver
- ☒ Projection system to display the instructor's computer screen
- ☒ Microsoft® Office Professional Edition 2010
- ☒ Microsoft® Office Suite Service Pack 1
- ☒ Microsoft® Windows® 7 Professional with Service Pack 1

Course Content

Lesson 1: Getting Started with Access

Topic A: Orientation to Microsoft
Access Topic B: Create a Simple
Access Database Topic C: Get Help
in Microsoft Access

Lesson 2: Working with Table Data

Topic A: Modify Table
Data Topic B: Sort and
Filter Records Topic C:
Create Lookups

Lesson 3: Querying a Database

Topic A: Join Data from Different Tables in a Query
Topic B: Sort and Filter Data in a Query
Topic C: Perform Calculations in a Query

Lesson 4: Creating Advanced Queries

Topic A: Create Parameter Queries
Topic B: Create Action Queries
Topic C: Create Unmatched and Duplicate Queries
Topic D: Summarize Data

Lesson 5: Generating Reports

Topic A: Create a Report
Topic B: Add Controls to a Report
Topic C: Enhance the Appearance of a Report
Topic D: Prepare a Report for Print

Lesson 6: Customizing the Access Environment

Topic A: The Access Options Dialog Box