

Microsoft® Office Access® 2010: Part 3 [Exam 77-885]

Course Specifications

Course Number: ELK91-003_rev2.2

Course length: 1.0 day(s)

Course Description

You've covered many of the basic functions of Microsoft® Office Access® and now you're ready to learn advanced Access features such as, database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. Today's training added to that which you've gained from the previous two days round out your Access education and provide you with marketable job skills.

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

Target Student: Students taking this course are database administrators or prospective database administrators who have experience working with Access 2010 and need to learn advanced skills.

This course is also for students who seek the Microsoft Office Specialist (MOS) certification and who want to prepare for Exam 77-885, Microsoft Office 2010.

Prerequisites: To ensure your success in your course you should have experience working with Microsoft Access 2010, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- ☑ Microsoft® Office Access® 2010: Part 1
- ☑ Microsoft® Office Access® 2010: Part 2

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) processor
- ☑ 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)
- ☑ 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: Advanced Form Design

Topic A: Adding Controls to Forms
Topic B: Creating Subforms
Topic C: Organizing Information with Tab
Pages Topic D: Displaying a Summary of
Data in a Form Topic E: Applying
Conditional Formatting

Lesson 2: Data Validation

Topic A: Field and Record Validation
Topic B: Form Validation

Lesson 3: Using Macros to Improve User Interface Design

Topic A: Creating a Macro
Topic B: Restricting Records Using a Condition
Topic C: Validating Data Using a Macro
Topic D: Automating Data Entry Using a Macro
Topic E: Converting a Macro to VBA

Lesson 4: Advanced Database Management

Topic A: Linking Tables to External Data Sources
Topic B: Managing a Database
Topic C: Determining Object Dependency
Topic D: Documenting a Database
Topic E: Analyzing the Performance of a Database

Lesson 5: Distributing and Securing a Database

Topic A: Preparing a Database for Multiple User Access
Topic B: Implementing Security
Topic C: Setting Passwords
Topic D: Converting an Access Database to an ACCDE File
Topic E: Packaging a Database with a Digital Signature

Lesson 6: Managing Switchboards

Topic A: Creating a Database
Switchboard Topic B: Modifying a
Database Switchboard Topic C:
Setting Startup Options

Appendix A: Microsoft Office Access 2010 Exam 77-885