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MICROSOFT® OFFICE ACCESS® 2010: LEVEL 12

MICROSOFT® OFFICE ACCESS® 2010: LEVEL 25

Microsoft® Office Access® 2010: Level 1

Course Specifications

Course number: 084587

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: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. 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 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 or
- 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 Using the Design View

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



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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

Microsoft® Office Access® 2010: Level 2

Course Specifications

Course number: 084588

Course length: 1.0 day(s)

Course Description

Course Objective: You will improve and customize tables, queries, forms and reports, and share Access data with other applications.

Target Student: This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target student may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites: To ensure your success, we recommend that you first take one of Element K's introductory courses, such as *Microsoft® Office Access® 2010 : Level 1*, or have equivalent knowledge and skills.

Course Objectives

Upon successful completion of this course, students will be able 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.

Course Content

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties

Topic 1B: Establish Data Entry Formats for Entering Field Values

Topic 1C: Create a List of Values for a Field



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Lesson 2: Joining Tables

- Topic 2A: Create Query Joins
- Topic 2B: Join Tables with No Common Fields
- Topic 2C: Relate Data Within a Table

Lesson 3: Creating Flexible Queries

- Topic 3A: Set the Select Query Properties
- Topic 3B: Retrieve Records Based on Input Criteria
- Topic 3C: Create Action Queries

Lesson 4: Improving Forms

- Topic 4A: Restrict Data Entry in Forms
- Topic 4B: Organize Information with Tab Pages
- Topic 4C: Add a Command Button to a Form
- Topic 4D: Create a Subform
- Topic 4E: Display a Summary of Data in a Form
- Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

- Topic 5A: Organize Report Information
- Topic 5B: Format Reports
- Topic 5C: Control Report Pagination
- Topic 5D: Summarize Report Information
- Topic 5E: Add a Subreport to an Existing Report
- Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data Across Applications

- Topic 6A: Import Data into Access
- Topic 6B: Export Data to Text File Formats
- Topic 6C: Export Access Data to Excel
- Topic 6D: Create a Mail Merge