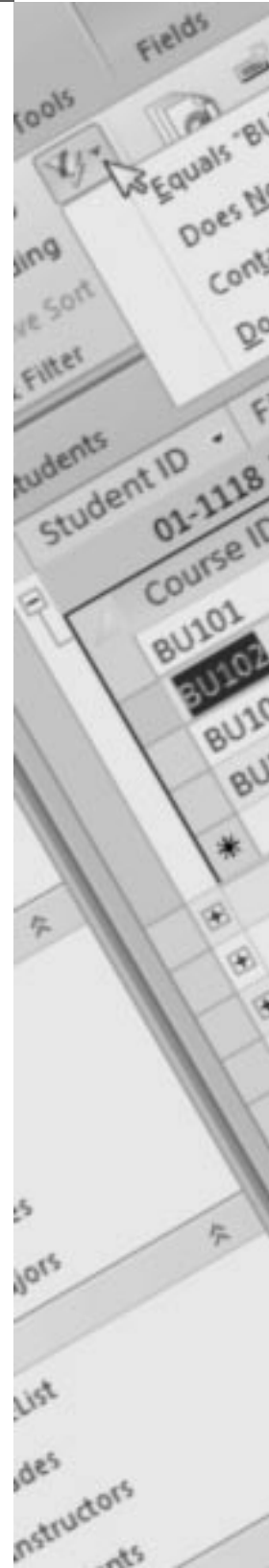


# **Microsoft Access 2010 - Level 1 - Database Design: Instructor Setup Guide**

- **General Hardware Requirements for Office Professional Plus 2010**
  - **Software Setup Notes**
  - **Classroom Data**
  - **Courseware Timing**
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## 1.1 General Hardware Requirements for Office Professional Plus 2010

### ■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
<b>Operating system</b>	Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit.
<b>Processor</b>	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
<b>Disk space</b>	3.5 gigabyte (GB)
<b>Memory</b>	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
<b>Display</b>	1024x768 or higher resolution

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only the more common applications, such as: Word, Excel, Outlook, PowerPoint, and Access.

The workstation could be configured to connect to the Internet to Section **1.6 Using Access Help**, in the exercise **Using the Help System**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **D101Ben\_data.exe** for this course to install the class data to the **C:\D101Ben\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
University_BA	.accdb	Section 1.5 Working with Objects, in the exercise <b>Starting and Exiting Microsoft Access 2010</b>
Access_Conference	.accdb	Chapter 1 Review Exercise
University_TD	.accdb	Section 2.3 Changing the Datasheet Appearance, in the exercise <b>Viewing and Customizing Datasheet View</b>
Access_Conference_2	.accdb	Chapter 2 Review Exercise
University_CT	.accdb	Section 3.1 Creating a Table, in the exercise <b>Creating a Table</b>
Access_Conference_3	.accdb	Chapter 3 Review Exercise
University_DE	.accdb	Section 4.5 Adding Records, in the exercise <b>Data Validation</b>
Access_Conference_4	.accdb	Chapter 4 Review Exercise
University_REL	.accdb	Section 5.5 Printing Relationships, in the exercise <b>Creating Relationships</b>
Access_Conference_5	.accdb	Chapter 5 Review Exercise
University_FRM	.accdb	Section 6.2 Creating a Form Using the Form Wizard, in the exercise <b>Creating Forms Automatically</b>
Access_Conference_6	.accdb	Chapter 6 Review Exercise
University_QRY	.accdb	Section 7.2 Creating a Query in Design View, in the exercise <b>Running a Multi-Table Query</b>
Access_Conference_7	.accdb	Chapter 7 Review Exercise
University_RPT	.accdb	Section 8.3 Previewing Reports, in the exercise <b>Creating a Tabular Report</b>
Access_Conference_8	.accdb	Chapter 8 Review Exercise
Departments	.txt	Section 9.4 Exporting Data, in the exercise <b>Importing and Exporting Data</b>
University Courses	.xlsx	Section 9.4 Exporting Data, in the exercise <b>Importing and Exporting Data</b>
University_IMP	.accdb	Section 9.4 Exporting Data, in the exercise <b>Importing and Exporting Data</b>

The **C:\D101Ben\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a 14-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>The Basics</b>	<b>80 min</b>
1.1 Database Concepts	10 min
1.2 Getting Started	15 min
1.3 Creating a Database	15 min
1.4 Converting Access Files	10 min
1.5 Working with Objects	10 min
1.6 Using Access 2007 Help	10 min
Review Exercise	10 min
<b>Table Data</b>	<b>90 min</b>
2.1 Table Concepts	15 min
2.2 Viewing Data in a Table	15 min
2.3 Changing the Datasheet Appearance	15 min
2.4 Entering and Editing Data	15 min
2.5 Applying Filters	15 min
Review Exercise	15 min
<b>Table Design</b>	<b>65 min</b>
3.1 Creating a Table	25 min
3.2 Changing the Table Design	20 min
Review Exercise	20 min
<b>Data Entry</b>	<b>85 min</b>
4.1 Data Entry Concepts	10 min
4.2 Data Formats	15 min
4.3 Input Masks	15 min
4.4 Input Validation	15 min
4.5 Adding Records	15 min
Review Exercise	15 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Relationships</b>	<b>100 min</b>
5.1 Relationships Between Tables	20 min
5.2 Creating a Relationship	20 min
5.3 Referential Integrity	20 min
5.4 Removing a Relationship	15 min
5.5 Printing Relationships	15 min
Review Exercise	10 min
<b>Creating and Using Forms</b>	<b>130 min</b>
6.1 Creating a Form Using AutoForm	15 min
6.2 Creating a Form Using the Form Wizard	15 min
6.3 Creating a Form in Design View	15 min
6.4 Opening a Form	15 min
6.5 Changing a Form Design	15 min
6.6 Adding Controls	10 min
6.7 Placing Controls	10 min
6.8 Multiple-Choice Controls	10 min
6.9 Error Checking	5 min
Review Exercise	20 min
<b>Queries</b>	<b>95 min</b>
7.1 Using the Query Wizard	10 min
7.2 Creating a Query in Design View	10 min
7.3 Selecting and Sorting in a Query	10 min
7.4 Calculations	15 min
7.5 Action Queries	15 min
7.6 Parameter Queries	15 min
Review Exercise	20 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Reports</b>	<b>115 min</b>
8.1 Creating Reports	15 min
8.2 Using the Report Wizard	15 min
8.3 Previewing Reports	10 min
8.4 Creating Reports in Design View	15 min
8.5 Changing Report Design	15 min
8.6 Control Operations	15 min
8.7 Control Attributes	15 min
Review Exercise	15 min
<b>Importing and Exporting Data</b>	<b>65 min</b>
9.1 Importing and Exporting	15 min
9.2 Importing a Text File	15 min
9.3 Importing Data from an Access Database	15 min
9.4 Exporting Data	15 min
9.5 Troubleshooting Importing and Exporting Problems	5 min
<b>Printing</b>	<b>15 min</b>
10.1 Printing Objects	5 min
10.2 Print Preview	10 min

