

Microsoft Access 2016 – Level 3 – Data Entry and Reports: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
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1.1 General Hardware Requirements for Office Professional Plus 2016

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.6 Using Access Help** pertaining to **Using the Help System**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **D161Aen_data.exe** for this course to install the class data to the **C:\D161Aen_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.

DATA FILE	FILE TYPE	USED IN
University_BA	.accdb	Section 1.5 Working with Objects, in the exercise Opening, Closing, Viewing, and Renaming Objects
Access_Conference	.accdb	Chapter 1 Review Exercise
University_TD	.accdb	Section 2.3 Changing the Datasheet Appearance, in the exercise Viewing and Customizing Datasheet View
Access_Conference_2	.accdb	Chapter 2 Review Exercise
University_QRY	.accdb	Section 3.2 Creating a Query in Design View, in the exercise Running a Multi-Table Query
Access_Conference_3	.accdb	Chapter 3 Review Exercise
University_RPT	.accdb	Section 4.3 Previewing Reports, in the exercise Creating a Tabular Report
Access_Conference_4	.accdb	Chapter 4 Review Exercise

The **C:\D161Aen_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 seven-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.

CHAPTER/SECTION	ESTIMATED TIME
The Basics	80 min
1.1 Database Concepts	10 min
1.2 Getting Started	15 min
1.3 Creating a Database	15 min
1.4 Converting Access 2016 Files	10 min
1.5 Working with Objects	10 min
1.6 Using Access Help	10 min
Review Exercise	10 min
Table Data	90 min
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
Queries	110 min
7.1 Using the Query Wizard	15 min
7.2 Creating a Query in Design View	15 min
7.3 Selecting and Sorting in a Query	15 min
7.4 Calculations	15 min
7.5 Action Queries	15 min
7.6 Parameter Queries	15 min
Review Exercise	20 min
Reports	120 min
8.1 Creating Reports	15 min
8.2 Using the Report Wizard	15 min

CHAPTER/SECTION	ESTIMATED TIME
8.3 Previewing Reports	15 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
Printing	20 min
10.1 Printing Objects	10 min
10.2 Print Preview	10 min