

## **Microsoft Access 2019 – Level 1 – Database Design: Instructor Setup Guide**

- **General Hardware Requirements for Office Professional Plus 2019**
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## 1.1 General Hardware Requirements for Office Professional Plus 2019

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 10, Windows Server 2019
<b>Processor</b>	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
<b>Disk space</b>	4.0 GB of available disk space
<b>Memory</b>	4 GB RAM; 2 GB RAM (32-bit)
<b>Display and Graphics Hardware</b>	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise (version 1803) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using Access Help**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **D191Ben\_data.exe** for this course to install the class data to the **C:\D191Ben\_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>Opening, Closing, Viewing, and Renaming Objects</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
University_IMP	.accdb	Section 9.4 Exporting Data, in the exercise <b>Importing and Exporting Data</b>
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>

The **C:\D191Ben\_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 a 14-hour (2-day) 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>70 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
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>Relationships</b>	<b>100 min</b>
5.1 Relationships Between Tables	20 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
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>Reports</b>	<b>130 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

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
8.7 Control Attributes	15 min
8.8 Creating Charts	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>10 min</b>
10.1 Printing Objects	5 min
10.2 Print Preview	5 min

