Microsoft Access 2016 – Level 3 – Database Design: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2016
- Software Setup Notes
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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 **D161Ben_data.exe** for this course to install the class data to the **C:\D161Ben_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_CT	**.accdb**	Section **3.1 Creating a Table**, in the exercise **Creating a Table**
Access_Conference_3	**.accdb**	Chapter 3 **Review Exercise**
University_DE	**.accdb**	Section **4.5 Adding Records**, in the exercise **Data Validation**
Access_Conference_4	**.accdb**	Chapter 4 **Review Exercise**
University_REL	**.accdb**	Section **5.5 Printing Relationships**, in the exercise **Creating Relationships**
Access_Conference_5	**.accdb**	Chapter 5 **Review Exercise**
University_FRM	**.accdb**	Section **6.2 Creating a Form Using the Form Wizard**, in the exercise **Creating Forms Automatically**
Access_Conference_6	**.accdb**	Chapter 6 **Review Exercise**
University_QRY	**.accdb**	Section **7.2 Creating a Query in Design View**, in the exercise **Running a Multi-Table Query**
Access_Conference_7	**.accdb**	Chapter 7 **Review Exercise**
University_RPT	**.accdb**	Section **8.3 Previewing Reports**, in the exercise **Creating a Tabular Report**
Access_Conference_8	**.accdb**	Chapter 8 **Review Exercise**
University_IMP	**.accdb**	Section **9.4 Exporting Data**, in the exercise **Importing and Exporting Data**
Departments	**.txt**	Section **9.4 Exporting Data**, in the exercise **Importing and Exporting Data**
University Courses	**.xlsx**	Section **9.4 Exporting Data**, in the exercise **Importing and Exporting Data**

The **C:\D161Ben_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 14-hours (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.

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
Table Design	**65 min**
3.1 Creating a Table	25 min
3.2 Changing the Table Design	20 min
Review Exercise	20 min
Data Entry	**85 min**
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

CHAPTER/SECTION	ESTIMATED TIME
Relationships	**100 min**
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
Creating and Using Forms	**130 min**
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
Queries	**95 min**
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
Reports	**115 min**
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

CHAPTER/SECTION	ESTIMATED TIME
8.5 Changing Report Design	15 min
8.6 Control Operations	15 min
8.7 Control Attributes	15 min
Review Exercise	15 min
Importing and Exporting Data	**65 min**
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
Printing	**15 min**
10.1 Printing Objects	5 min
10.2 Print Preview	10 min