



**Microsoft® Office Access® 2010: Level 1**

**Course Specifications**

Class Cost: 395.00  
Training Manual: included  
Course number: 084587  
Software: Microsoft® Office Access® 2010  
Course length: 1.0 day(s)  
Certification: Microsoft Office Specialist – MOS 2010

**Course Description**

You will create and modify new databases and their various objects. 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.

**Performance-Based 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**

**Level One**

**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

**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



**Microsoft® Office Access® 2010: Level 2**

**Course Specifications**

Class Cost: 405.00  
Training Manual: included  
Course number: 084588  
Software: Microsoft® Office Access® 2010  
Course length: 1.0 day(s)  
Certification: Microsoft Office Specialist – MOS 2010

**Course Description**

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

**Performance-Based 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**

**Level Two**

**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

**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



**Microsoft® Office Access® 2010: Level 3**

**Course Specifications**

Class Cost: 425.00  
Training Manual: included  
Course number: 084589  
Software: Microsoft® Office Access® 2010  
Course length: 1.0 day(s)  
Certification: Microsoft Office Specialist – MOS 2010

**Course Description**

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

**Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access® 2010 macros.
- customize reports by using various Microsoft® Office Access® 2010 features.
- maintain their databases using Microsoft® Office Access® 2010 tools.

**Course Content**

**Level Three**

**Lesson 1: Structuring Existing Data**

Topic 1A: Restructure the Data in a Table  
Topic 1B: Create a Junction Table  
Topic 1C: Improve the Table Structure

**Lesson 2: Writing Advanced Queries**

Topic 2A: Create SubQueries  
Topic 2B: Create Unmatched and Duplicate Queries  
Topic 2C: Group and Summarize Records Using Criteria  
Topic 2D: Summarize Data Using a Crosstab Query  
Topic 2E: Create a PivotTable and a PivotChart

**Lesson 3: Simplifying Tasks with Macros**

Topic 3A: Create a Macro  
Topic 3B: Attach a Macro  
Topic 3C: Restrict Records Using a Condition  
Topic 3D: Validate Data Using a Macro  
Topic 3E: Automate Data Entry Using a Macro

**Lesson 4: Creating Effective Reports**

Topic 4A: Include a Chart in a Report  
Topic 4B: Print Data in Columns  
Topic 4C: Cancel Printing of a Blank Report  
Topic 4D: Publish Reports as PDF

**Lesson 5: Maintaining an Access Database**

Topic 5A: Link Tables to External Data Sources  
Topic 5B: Manage a Database  
Topic 5C: Determine Object Dependency  
Topic 5D: Document a Database  
Topic 5E: Analyze the Performance of a Database



**Microsoft® Office Access® 2010: Level 4**

**Course Specifications**

Class Cost: 430.00  
Training Manual: included  
Course number: 084590  
Software: Microsoft® Office Access® 2010  
Course length: 1.0 day(s)  
Certification: Microsoft Office Specialist – MOS 2010

**Course Description**

You will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access® 2007 application, and are interested in learning introductory level administrator skill sets. The course is also for students who may be working in a web-based environment and may need to adapt Access applications to the environment.

**Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- share Access data with other applications.
- use VBA to automate a business process.
- create and modify a database switchboard and set the startup options.
- secure and distribute databases.

**Course Content**

**Level Four**

**Lesson 1: Integrating Access into Your Business**

Topic 1A: Import XML Data into an Access Database  
Topic 1B: Export Access Data to the XML Format  
Topic 1C: Export Data to an Outlook Address Book  
Topic 1D: Collect Data Through Email Messages

**Lesson 2: Automating a Business Process with VBA**

Topic 2A: Create a Standard Module  
Topic 2B: Develop Code  
Topic 2C: Call a Procedure from a Form  
Topic 2D: Run a Procedure

**Lesson 3: Managing Switchboards**

Topic 3A: Create a Database Switchboard  
Topic 3B: Modify a Database Switchboard  
Topic 3C: Set the Startup Options

**Lesson 4: Distributing and Securing Databases**

Topic 4A: Split a Database  
Topic 4B: Implement Security  
Topic 4C: Set Passwords  
Topic 4D: Convert an Access Database to an ACCDE File  
Topic 4E: Package a Database with a Digital Signature