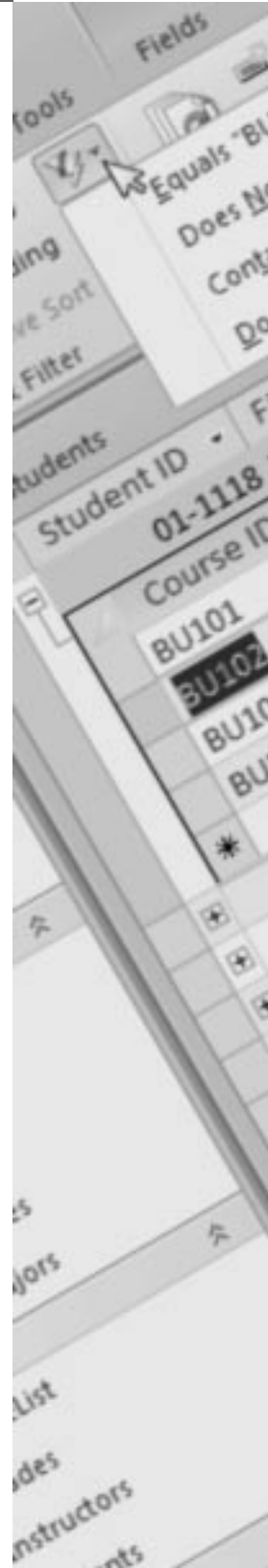


Microsoft Access 2010 - Level 2 - Advanced Database Design: Instructor Setup Guide

- **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

COMPONENT	DESCRIPTION
Operating system	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.
Processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Disk space	3.5 gigabyte (GB)
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
Display	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 may be configured to connect to the Internet, although it is not necessary.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **D102en_data.exe** for this course to install the class data to the **C:\D102en_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 Case Study	.accdb	Chapter 1 - Review Exercise
University_TBL	.accdb	Section 2.3 Creating a Lookup, in the exercise Creating a Lookup
University_TBL Review	.accdb	Chapter 2 - Review Exercise
University_QRY	.accdb	Section 3.3 Nested Queries, in the exercise Creating a Calculation Query
University_QRY Review	.accdb	Chapter 3 - Review Exercise
Greenthumb, Rosenberg	.bmp	Section 4.2 Controls, in the exercise Adding a Picture
University_FRM	.accdb	Section 4.2 Controls, in the exercise Creating a Custom Form
Students, University	.bmp	Section 4.6 Customizing Forms, in the exercise Adding Backgrounds
University_FRM Review	.accdb	Chapter 4 - Review Exercise
University_RPT	.accdb	Section 5.4 Calculations, in the exercise Creating a Multi-Column Report
Crest	.bmp	Section 5.7 Chart Wizard, in the exercise Adding a Graphic to a Report
University_RPT Review	.accdb	Chapter 5 - Review Exercise
Orders Demo	.accdb	May be used by your instructor as a demonstration database. It also contains data that was used to develop the content in the Supplemental Topics: Working with Web Tools.

The **C:\D102en_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 7-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
Database Overview	15 min
1.1 Database Overview	5 min
Review Exercise	10 min
Enhancing Tables	60 min
2.1 Copying a Database Object	15 min
2.2 Lookup Fields	15 min
2.3 Creating a Lookup	15 min
Review Exercise	15 min
Advanced Queries	125 min
3.1 Query Overview	10 min
3.2 The Query Wizard	10 min
3.3 Nested Queries	15 min
3.4 Query Joins	15 min
3.5 Make Table Queries	15 min
3.6 Append Queries	15 min
3.7 Summary Queries	15 min
3.8 Crosstab Queries	15 min
Review Exercise	15 min
Advanced Forms	95 min
4.1 Form Design	10 min
4.2 Controls	10 min
4.3 Form Properties	15 min
4.4 Subforms	15 min
4.5 Advanced Calculations	15 min
4.6 Customizing Forms	15 min
Review Exercise	15 min

CHAPTER/SECTION	ESTIMATED TIME
Advanced Reports	110 min
5.1 Designing Reports	10 min
5.2 Sorting and Grouping	10 min
5.3 Layout Properties	15 min
5.4 Calculations	15 min
5.5 Subreports	15 min
5.6 Graphic Reports	15 min
5.7 Chart Wizard	15 min
Review Exercise	15 min
Supplemental Topics: Working with Web Tools	15 min
6.1 Working with Web Pages	10 min
6.2 Hyperlinks	5 min