

Microsoft Access 2013 - Level 3 - Advanced Topics: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2013**
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1.1 General Hardware Requirements for Office Professional Plus 2013

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (32-bit or 64-bit) • Windows Server 2012 (64-bit) • Windows 8 (32-bit or 64-bit) Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (64-bit) • Windows Server 2012 (64-bit) • Windows 8 (64-bit)
Processor	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabyte (GB)
Memory	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 8 Professional 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 2013. If desired, you may save disk space by installing only the more common applications.

The workstation could be configured to connect to the Internet although there are no exercises that require it.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **D153en_data.exe** for this course to install the class data to the **C:\D153en_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_MAC	.accdb	Section 1.2 Creating a Macro , in the exercise Creating a Macro
University_SB	.accdb	Section 2.3 Editing a Switchboard Form , in the exercise Creating a Switchboard Form
University_Cust	.accdb	Section 3.1 Setting Access Defaults , in the exercise Customizing the Access Environment
University_ADM	.accdb	Section 4.4 Documenting a Database , in the exercise Administering a Database
University_SE	.accdb	Section 5.2 Securing a Share-Level Database , in the exercise Encoding and Applying Share-Level Security

The **C:\D153en_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
Macros	145 min
1.1 Macro Concepts	15 min
1.2 Creating a Macro	20 min
1.3 Creating a Macro Group	30 min
1.4 Opening a Macro	10 min
1.5 Running a Macro	15 min
1.6 Attaching a Macro	30 min
1.7 Macro Conditions	25 min
SwitchBoard	60 min
2.1 Switchboards Overview	10 min
2.2 Creating Switchboards	25 min
2.3 Editing a Switchboard Form	25 min
Customizing Access	40 min
3.1 Setting Access Defaults	20 min
3.2 Customizing the Navigation Pane	20 min
Administrative Functions	105 min
4.1 Compacting a Database	25 min
4.2 Backing Up a Database	25 min
4.3 Splitting a Database	25 min
4.4 Documenting a Database	30 min
Database Security	70 min
5.1 Securing a Database	20 min
5.2 Securing a Share-Level Database	25 min
5.3 Access Trust Center	25 min

