Microsoft Access 2016 – Level 2 – Advanced Database Design: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2016

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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 could be configured to connect to the Internet although there are no exercises that require it. An Internet would be required to allow participants to explore the
 Supplemental Topics: Working with Web Tools chapter at the end of the course.

The workstation should be configured with a printer driver.

1.3   Classroom Data

Run the class data archive **D162en_data.exe** for this course to install the class data to the **C:\D162en_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, Rosenburg	**.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 the 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:\D162en_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 seven-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