

Microsoft Access 2019 – Level 1 – Data Entry and Reports: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2019**
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1.1 General Hardware Requirements for Office Professional Plus 2019

■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
Operating system	Windows 10, Windows Server 2019
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display and Graphics Hardware	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise (version 1803) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using Access Help**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **D191Aen_data.exe** for this course to install the class data to the **C:\D191Aen_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_QRY	.accdb	Section 7.2 Creating a Query in Design View, in the exercise Running a Multi-Table Query
Access_Conference_3	.accdb	Chapter 3 Review Exercise
University_RPT	.accdb	Section 8.3 Previewing Reports, in the exercise Creating a Tabular Report
Access_Conference_4	.accdb	Chapter 4 Review Exercise

The **C:\D191Aen_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 a seven-hour (1-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	70 min
1.1 Database Concepts	10 min
1.2 Getting Started	15 min
1.3 Creating a Database	15 min
1.4 Converting Access Files	10 min
1.5 Working with Objects	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
Queries	105 min
7.1 Using the Query Wizard	15 min
7.2 Creating a Query in Design View	15 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	135 min
8.1 Creating Reports	15 min
8.2 Using the Report Wizard	15 min
8.3 Previewing Reports	15 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
8.8 Creating Charts	15 min
Review Exercise	15 min
Printing	20 min
10.1 Printing Objects	10 min
10.2 Print Preview	5 min