



# Grande Prairie Regional College

## School of Health Wellness and Career Studies

### Department of Office Administration

COURSE OUTLINE – WINTER 2012

OA 2290 A3 (0-0-5) – Microsoft Office 2010, Access Expert Level

**Instructor** Sharron Barr  
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**Office Hours** TBA

**Class** M W F 8:30 – 9:50  
Room A313

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

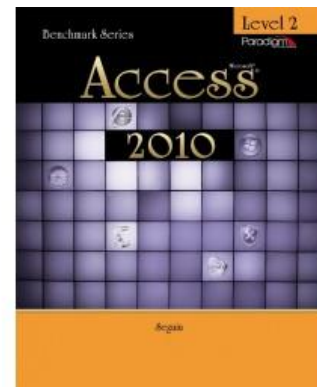
*Benchmark Series Microsoft Access 2010, Level 2 by*

Rutkosky/Seguin/Rutkosky, © Paradigm Publishing, Inc.

Student Resources CD (provided with textbook)

Internet Resource Center, [www.emcp.net/BenchmarkAccess2010](http://www.emcp.net/BenchmarkAccess2010)

USB flash drive or other storage medium



**Description:** This course teaches you the introductory to expert concepts and techniques of Microsoft Access through lectures and demonstrations with emphasis on hands-on practical application. This course prepares students to work with Microsoft Access 2010 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Access 2010 and explore the essential features of Windows 7 and Internet Explorer 8.0. Students also develop an understanding of fundamental computer hardware and software concepts.

**Credit/Contact Hours:** This is a 3 credit course with 5 lab hours per week.

**Delivery Mode(s):** For each topic there will be classroom lectures and demonstrations. Students will be expected to read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

## **Objectives:**

### **Level 1**

*(This course will be introduced with a comprehensive REVIEW OF all LEVEL 1 Objectives as appear in colored font below)*

### **Managing and Creating Tables**

#### **Performance Objectives:**

*Open and close objects in a database*

*Insert, delete, and move rows and columns in a table*

*Hide, unhide, freeze, and unfreeze columns*

*Adjust table column width*

*Preview and print a table*

*Design and create a table*

*Rename column headings*

*Insert a column name, caption, and description*

*Insert Quick Start fields*

*Assign a default value and field size*

### **Creating Relationships between Tables**

#### **Performance Objectives**

*Define a primary key in a table*

*Create a one-to-many relationship*

*Specify referential integrity*

*Print, edit, and delete relationships*

*Create a one-to-one relationship*

*View and edit a Subdatasheet*

## **Performing Queries**

### **Performance Objectives**

*Design query to extract specific data from tables*

*Use the Simple Query Wizard to create queries*

*Modify queries*

*Design queries with Or and And criteria*

*Create a calculated field*

*Use aggregate functions in queries*

*Create crosstab, duplicate, and unmatched queries*

*Creating and Modifying Tables in Design View*

*Performance Objectives*

*Create a table in Design view*

*Assign a default value*

*Use the Input Mask Wizard and the Lookup Wizard*

*Validate field entries*

*Insert a Total row*

*Sort records and print specific records in a table*

*Complete a spelling check*

*Find specific records in a table*

*Find specific data in a table and replace with other data*

*Apply text formatting*

*Use the Help feature*

## **Creating Forms**

### **Performance Objectives**

*Create a form using the Form button*

*Change views in a form*

*Print and navigate in a form*

*Add records to and delete records from a form*

*Create a form with a related table*

*Customize a form with options at the Form Layout Tools tab*

*Create a split form and multiple items form*

*Create a form using the Form Wizards*

## **Creating Reports and Mailing Labels**

### **Performance Objectives**

*Create a report using the Report button*

*Display a report in Print Preview*

*Create a report with a query*

*Format and customize a report*

*Group and sort records in a report*

*Create a report using the Report Wizard*

*Create mailing labels using the Label Wizard*

## **Modifying, Filtering, and Viewing Data**

### **Performance Objectives**

*Filter data by selection and by form*

*Remove a filter*

*View object dependencies*

*Compact and repair a database*

*Encrypt a database with a password*

*View and customize document properties*

*Customize the Recent tab Backstage view*

*Save a database in an earlier version of Access*

*Save a database object in PDF format*

## **Importing and Exporting Data**

### **Performance Objectives**

*Export Access data to Excel*

*Export Access data to Word*

*Merge Access data with a Word document*

*Import data to a new table*

*Link data to a new table*

*Use the Office Clipboard*

## **Access 2010 Level 2, Chapter 1**

### **Designing the Structure of Tables**

#### **Performance Objectives**

Design the structure of tables to optimize efficiency and accuracy of data

Select the appropriate field data type based on analysis of source data

Disallow blank field values

Allow or disallow zero-length strings in a field

Create a custom format for text, number, and date fields

Create a custom input mask

Define rich text formatting for a memo field

Store history of changes to a memo field

Define and use an attachment field with multiple attachments

## **Access 2010 Level 2, Chapter 2**

### **Building Relationships and Lookup Fields**

#### **Performance Objectives**

Create and edit relationships between tables including one-to-many, one-to-one, and many-to-many relationships

Define a table with a multiple-field primary key

Create and modify a lookup field to populate records with data from another table

Create a field that allows multiple values in records

Create single-field and multiple-field indexes

Define what is meant by normalization

Determine if a table is in first, second, and third normal form

## **Access 2010 Level 2, Chapter 3**

### **Advanced Query Techniques**

#### **Performance Objectives**

Save a filter as a query

Create and run a parameter query to prompt for criteria

Add and remove tables to and from a query

Create an inner join, left join, and right join to modify query results

Create a self-join to match two fields in the same table

Create a query that includes a subquery

Assign an alias to a table and a field name

Select records using a multiple-value field in a query

Create a new table using a make-table query

Remove records from a table using a delete query

Add records to the end of an existing table using an append query

Modify records using an update query

## **Access 2010 Level 2, Chapter 4**

### **Create and Using Custom Forms**

#### **Performance Objectives**

Create a custom form in Design view using all three form sections

Add fields individually and as a group

Move, size, and format control objects

Change the tab order of fields

Create tabbed pages in a form and insert a subform on each page  
Add and format a calculation to a custom form  
Group and ungroup multiple controls  
Adjust the alignment and spacing of controls  
Add graphics to a form  
Anchor a control to a position in the form  
Create a datasheet form  
Modify form properties to restrict actions allowed in records  
Create a blank form  
Add list boxes to a form  
Sort records in a form and locate a record

### **Access 2010 Level 2, Chapter 5**

#### **Creating and Using Custom Reports**

##### **Performance Objectives**

Create a custom report in Design view using all five report sections  
Move, size, format, and align control objects  
Insert a subreport into a report  
Add page numbering and date and time controls  
Add graphics to a report  
Group records, including adding functions and totals  
Modify section or group properties to control print options  
Create and modify charts in a report  
Create a blank report  
Add hyperlinks and list boxes to a report  
Change the shape of a tab control  
Change the tab order of fields

### **Access 2010 Level 2, Chapter 6**

#### **Using Access Tools and Managing Objects**

##### **Performance Objectives**

Create a new database using a template  
Add a group of objects to a database using an Application parts template  
Create a new form using an Application Parts Blank Form  
Create a form to be used as a template in a database  
Create a table by copying the structure of another table  
Evaluate a table using the Table Analyzer Wizard  
Evaluate a database using the Performance Analyzer  
Split a database

Print documentation about a database using the Database Documenter

Rename and delete objects

## **Access 2010 Level 2, Chapter 7**

### **Automating, Customizing, and Securing Access**

#### **Performance Objectives**

Create, run, edit, and delete a macro

Assign a macro to a command button on a form

View macro code created in a form's Property Sheet for a command button

Convert macros to Visual Basic

Create and edit a Navigation form

Change database startup options

Show and hide the Navigation pane

Customize the Navigation pane by hiding objects

Define error checking options

Customize the ribbon

Create an ACCDE database file

View trust center settings

## **Access 2010 Level 2, Chapter 8**

### **Integrating Access Data**

#### **Performance Objectives**

Import data from another Access database

Link to a table in another Access database

Determine when to import versus link from external sources

Reset or refresh links using Linked Table Manager

Import data from a text files

Save import specifications

Export data in an Access table or query as a text files

Save and run export specifications

Save an object as an XPS file

Summarize data by using a PivotTable

Summarize data by using a PivotChart

**Grading Criteria:**

Assignments	30%
Unit Test Level 1 Unit 1	10%
Unit Test Level 1 Unit 2	10%
Unit Test Level 2 Unit 1	10%
Unit Test Level 2 Unit 2	10%
Final Exam	30%

All assignments must be complete in order to receive a grade in this course and in order to qualify to write the final exam. Assignment grades will be calculated as total points on all of the following assignments:

- Chapter Projects 15%
- Skills Check 15%

Grades will be assigned on the Letter Grading System.

**Office Administration Department  
Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A+</b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A-</b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C+</b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C-</b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D+</b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## Tentative Course Schedule/Timeline:

### Course Schedule—Benchmark Access 2010

15-week semester, three 1.5-hour classes per week (please see calendar attached for dates)

Week	Class	Chapter	Lesson Plan File	Description	Text Pages		
1	Class 1	Class Hand-out Unit 1 Performance Assessments	Clients Table /8	Creating Database Table	3–20		
			Employee Table /10	Creating Database Table	21–42		
			Events Table /11	Creating Relationships Between Tables	43–77		
2	Class 2		Plans Table /8	Performing Queries	79–107		
			Prices Table /6	Performing Queries	108–129		
	Class 3		Relationships Report /7	Modifying and Managing Tables	131–148		
	Class 4		PlanCodeQuery /2	Modifying and Managing Tables	149–172		
			SantaFeClientsQuery /5				
			Jul1-15EventQuery /5				
3	Class 5		EventAmountsQuery /4				
			AmountsTotalQuery /5				
			EmployeeEventsQuery /11				
			AmtbyEmployeebyClient /9				
			DuplicateEventsQuery /4				
			EmpwoutmatchEventQ /5	<b>Level 1, Unit 1 Due</b>	<b>/100</b>		
			Class 6	Class Hand-out	Level 1 Unit 2 Review for 2010	Creating Forms	185–208
			Class 7	Unit 2 Performance	Lancaster Clinic	Creating Forms	208–220
4	Class 8	Assessments	Clients Table /6	Creating Reports and Mailing Labels	231–251		
			Diagnosis Table /4	Creating Reports and Mailing Labels	252–266		
			Fees Table /8	Modifying, Filtering and Viewing Data	267–277		
5	Class 11		Employees Table /4	Modifying, Filtering and Viewing Data	278–297		
			Billings Table /8	Importing and Exporting Data	299–312		
			Realationships Report /4	Importing and Exporting Data	313–326		
6	Class 14		Clients Table Form /7	<b>Level 1, Unit 2 Due</b>			
			Billing Table with 2 new /10				
			Provider Information Form /2				
			Clients Mailing Labels /10				
			Health Plus Filter /4				
			Client 4419 Filter /1				
			C Code Filter /3				
			Date 3/1 – 3/5 /3				
			Jenkintown   Chelteton /2				
			Excel Import Billing /10				
			Merging /40				
			Total /122				

	Class 15	Level 2, Ch 1	BM-Access2010-L2-Session23	Designing the Structure of Tables	3–18
	Class 16	Level 2, Ch 1	BM-Access2010-L2-Session24	Designing the Structure of Table	18–34
7	Class 17	Level 2, Ch 2	BM-Access2010-L2-Session25	Designing and Building Relationships and Lookup Fields	35–42
	Class 18	Level 2, Ch 2	BM-Access2010-L2-Session26	Designing and Building Relationships and Lookup Fields	43–65
	Class 19	Level 2, Ch 3	BM-Access2010-L2-Session27	Advanced Query Techniques	67–74
8	Class 20	Level 2, Ch 3	BM-Access2010-L2-Session28	Advanced Query Techniques	75–77
	Class 21	Level 2, Ch 3	BM-Access2010-L2-Session29	Advanced Query Techniques	83–102
	Class 22	Level 2, Ch 4	BM-Access2010-L2-Session30	Creating and Using Custom Forms	103–123
9	Class 23	Level 2, Ch 4	BM-Access2010-L2-Session31	Creating and Using Custom Forms	124–134
	Class 24	Level 2, Ch 4	BM-Access2010-L2-Session32	Creating and Using Custom Forms	134–155
	Class 25	<b>TEST</b>	BM-Access2010-L2-Session34	<b>Level 2, Unit 1 Test</b>	<b>TEST</b>
10	Class 26	Level 2, Ch 5	BM-Access2010-L2-Session35	Creating and Using Custom Reports	169–182
	Class 27	Level 2, Ch 5	BM-Access2010-L2-Session36	Creating and Using Custom Reports	182–195
	Class 28	Level 2, Ch 5	BM-Access2010-L2-Session37	Creating and Using Custom Reports	195–218
11	Class 29	Level 2, Ch 6	BM-Access2010-L2-Session38	Using Access Tools and Managing Objects	219–236
	Class 30	Level 2, Ch 6	BM-Access2010-L2-Session39	Using Access Tools and Managing Objects	236–256
	Class 31	Level 2, Ch 7	BM-Access2010-L2-Session40	Automating, Customizing and Securing Access	257–276

12	Class 32	Level 2, Ch 7	BM-Access2010-L2-Session41	Automating, Customizing and Securing Access	277-299
	Class 33	Level 2, Ch 8	BM-Access2010-L2-Session42	Integrating Access Data	301-321
		Level 2, Ch 8	BM-Access2010-L2-Session43	Integrating Access Data	321-342
	Class 34	<b>TEST</b>	BM-Access2010-L2-Session46	<b>Level 2, Unit 2 Test</b>	
13	<b>FINAL EXAM</b>				
14	<b>FINAL EXAM</b>				
15	<b>FINAL EXAM</b>				

WEEK	JANUARY		
	MONDAY	WEDNESDAY	FRIDAY
1	2	4	6 Class 1
2	9 Class 2	11 Class 3	13 Class 4
3	16 Class 5	18 Class 6	20 Class 7
4	23 Class 8	25 Class 9	27 Class 10
5	30 Class 11		
WEEK	FEBRUARY		
	MONDAY	WEDNESDAY	FRIDAY
5		1 Class 12	3 Class 13
6	6 Class 14	8 15	10 16
7	13	15	17
<b>WINTER BREAK</b>	20	22	24
8	27 Class 20	29 Class 21	

WEEK	MARCH		
	MONDAY	WEDNESDAY	FRIDAY
8			2 Class 22
9	5 Class 23	7 Class 24	9 Class 25
10	12 Class 26	14 Class 27	16 Class 28
11	19 Class 29	21 Class 30	23 Class 31
12	26 Class 32	28 Class 33	30 Class 34
WEEK	APRIL		
	MONDAY	WEDNESDAY	FRIDAY
13	2	4	6 GOOD FRIDAY
14	9 <i>FINAL PRACTICAL EXAM</i>	11	13 No class
15 Final Exam Week	16	18	20

Note: The final production test must be completed in the final week of class during the assigned times for total of 7 hours There are no extensions for this exam. All course work must be completed in order to qualify to take the final exam. In lieu of the final exam, successful completion of the MOS Exam = A+ exam grade will be assessed. There is a cost component to the MOS Test and tests must be booked after the last assignment is completed. All tests can be booked with Grace Walton [gwalton@gprc.ab.ca](mailto:gwalton@gprc.ab.ca) and payment is due prior to writing the exam. MOS exams are 45 minutes in length and students will receive MOS Certificate from Microsoft which is a globally recognized certification. This test is only available on-site at the GPRC campus unless a MOS Testing Centre is located in your local area. Therefore, if distance students wish to select this option for their final exam appointment, special on-site arrangements can be made with your instructor for the practice test and on-site test

## **Benchmark Series Microsoft Access 2010**

### **Alignment to Microsoft Office Specialist Certification Exam Objectives**

<b>Benchmark Access 2010</b>	
<b>Objective</b>	<b>Text Reference</b>
<b>1. Managing the Access Environment</b>	
1.1. Create and manage a database.	
1.1.1. Use Save Object As	Level 1 Chapter 3, Pages 97-98
1.1.2. Use Open	Level 1, Pages 6, 8-9
1.1.3. Use Save and Publish	Level 1, Chapter 7, Pages 287-290
1.1.4. Use Compact & Repair Database	Level 1, Chapter 7, Pages 280-281
1.1.5. Use Encrypt with Password commands	Level 1, Chapter 7, Pages 281-282
1.1.6. Create a database from a template	Level 2, Chapter 6, Pages 221-225
1.1.7. Set Access options	Level 2, Chapter 7, Pages 277-283
1.2. Configure the Navigation Pane.	
1.2.1. Rename objects	Level 2, Chapter 6, Pages 248-249
1.2.2. Delete objects	Level 2, Chapter 6, Pages 248-249
1.2.3. Set Navigation options	Level 2, Chapter 7, Pages 279-281
1.3. Apply Application Parts.	
1.3.1. Use Blank Forms	Level 2, Chapter 6, Pages 229-232
1.3.2. Use Quick Start	Level 1, Chapter 1, Pages 28-30 Level 2, Chapter 6, Pages 226-229
1.3.3. Use user templates	Level 2, Chapter 6, Pages 232-234
<b>2. Building Tables</b>	
2.1. Create tables.	
2.1.1. Create tables in Design View	Level 1, Chapter 4, Pages 134-148 Level 2, Chapter 1 (all projects use Design View)
2.2. Create and modify fields.	
2.2.1. Insert a field	Level 1, Chapter 1, Pages 13-15; Chapter 4, Pages 134-138
2.2.2. Delete a field	Level 1, Chapter 1, Pages 13-15; Chapter 4, Pages 144-145, 148

<b>Benchmark Access 2010</b>	
<b>Objective</b>	<b>Text Reference</b>
2.2.3. Rename a field	Level 1, Chapter 1, Pages 27-29
2.2.4. Hide or Unhide fields	Level 1, Chapter 1, Pages 15-16
2.2.5. Freeze or Unfreeze fields	Level 1, Chapter 1, Pages 15-17
2.2.6. Modify data types	Level 1, Chapter 4, Pages 135-138
2.2.7. Modify the field description	Level 1, Chapter 1, Pages 27-28
2.2.8. Modify field properties	Level 1, Chapter 4, Pages 138-149 Level 2, Chapter 1, Pages 10-26
2.3. Sort and filter records.	
2.3.1. Use Find	Level 1, Chapter 4, Pages 156-157
2.3.2. Use Sort	Level 1, Chapter 4, Pages 149, 151
2.3.3. Use Filter commands	Level 1, Chapter 7, Pages 269-277
2.4. Set relationships.	
2.4.1. Define Primary Keys	Level 1, Chapter 2, Pages 46-49 Level 2, Chapter 2, Pages 45-46
2.4.2. Use Primary Keys to create Relationships	Level 1, Chapter 2, Pages 50-56 Level 2, Chapter 2, Pages 37-45
2.4.3. Edit Relationships	Level 1, Chapter 2, Pages 56-59 Level 2, Chapter 2, Pages 40-42
2.5. Import data from a single data file.	
2.5.1. Import source data into a new table	Level 1, Chapter 8, Pages 313-314 Level 2, Chapter 8, Pages 311-316
2.5.2. Append records to an existing table	Level 2, Chapter 8, Page 338 (Assessment 2)
2.5.3. Import data as a linked table	Level 1, Chapter 8, Pages 315-316 Level 2, Chapter 8, Page 307-311
<b>3. Building Forms</b>	
3.1. Create forms.	
3.1.1. Use the Form Wizard	Level 1, Chapter 5, Pages 216-219
3.1.2. Create a Blank Form	Level 2, Chapter 4, Pages 137-141
3.1.3. Use Form Design Tools	Level 2, Chapter 4, Pages 105-134
3.1.4. Create Navigation forms	Level 2, Chapter 7, Pages 273-276
3.2. Apply Form Design options.	
3.2.1. Apply a Theme	Level 1, Chapter 5, Pages 195-197 Level 2, Chapter 4, Page 112
3.2.2. Add bound controls	Level 2, Chapter 4, Page 108
3.2.2.1. Text box	Level 2, Chapter 4, Pages 124-126
3.2.2.2. Drop down	Level 2, Chapter 4, Pages 137-141
3.2.3. Format Header/Footer	Level 1, Chapter 5, Pages 195-198
3.2.4. View Code	Level 2, Chapter 7, Pages 270-273
3.2.5. Convert Macros to Visual Basic	Level 2, Chapter 7, Pages 270-273
3.2.6. View Property Sheet	Level 2, Chapter 4, Pages 108-109, 121, 134-136
3.2.7. Add Existing Fields	Level 1, Chapter 5, Pages 209-212 Level 2, Chapter 4, Pages 108-110
3.3. Apply Form Arrange options.	
3.3.1. Use the Table functions	Level 1, Chapter 5, Pages 200, 203
3.3.1.1. Insert	Level 1, Chapter 5, Pages 199-202
3.3.1.2. Merge	Level 1, Chapter 5, Pages 199-202
3.3.1.3. Split	Level 1, Chapter 5, Pages 199-202
3.3.2. Move table	Level 1, Chapter 5, Pages 200, 203
3.3.3. Reposition / Format controls	
3.3.3.1. Anchor	Level 2, Chapter 4, Pages 133-134
3.3.3.2. Padding	Level 1, Chapter 5, Pages 200, 202
3.3.3.3. Margins	Level 1, Chapter 5, Pages 200, 202
3.4. Apply Form Format options.	
3.4.1. Reformat Font in form	Level 1, Chapter 5, Pages 203-205
3.4.2. Apply background image to form	Level 1, Chapter 5, Pages 204-205
3.4.3. Apply Quick Styles to controls in form	Level 1, Chapter 5, Pages 204-205

<b>Benchmark Access 2010</b>	
<b>Objective</b>	<b>Text Reference</b>
3.4.4. Apply conditional formatting in form	Level 1, Chapter 5, Pages 206-209
<b>4. Creating and Managing Queries</b>	
4.1. Construct queries.	
4.1.1. Create Select query	Level 1, Chapter 3, All (all queries in C3 are <i>Select</i> ) Level 2, Chapter 3, Pages 70-87
4.1.2. Create Make Table query	Level 2, Chapter 3, Pages 88-90
4.1.3. Create Append query	Level 2, Chapter 3, Pages 91-93
4.1.4. Create Crosstab query	Level 1, Chapter 3, Pages 114-117
4.2. Manage source tables and relationships.	
4.2.1. Use the Show Table command	Level 2, Chapter 3, Page 78 Level 2, Chapter 3, Pages 78-79
4.2.2. Use Remove Table command	Level 2, Chapter 3, Page 79 Level 2, Chapter 3, Pages 78-79
4.2.3. Create ad hoc relationships	Level 2, Chapter 3, Pages 75-82
4.3. Manipulate fields.	
4.3.1. Add field	Level 1, Chapter 3, Pages 85-90
4.3.2. Remove field	Level 1, Chapter 3, Pages 94, 96
4.3.3. Rearrange fields	Level 1, Chapter 3, Pages 94, 96
4.3.4. Use Sort and Show options	Level 1, Chapter 3, Pages 94-96
4.4. Calculate totals.	
4.4.1. Use the Total row	Level 1, Chapter 3, Pages 109-110
4.4.2. Use Group By	Level 1, Chapter 3, Pages 111-114
4.5. Generate calculated fields.	
4.5.1. Perform calculations	Level 1, Chapter 3, Pages 109-110 Level 2, Chapter 3, Pages 83-85
4.5.2. Use the Zoom box	Level 1, Chapter 3, Pages 90-91
4.5.3. Use Expression Builder	Level 1, Chapter 3, Pages 109-110
<b>5. Designing Reports</b>	
5.1 Create Reports	
5.1.1. Create a Blank Report	Level 2, Chapter 5, Pages 204-209
5.1.2. Use Report Design Tools	Level 2, Chapter 5, Pages 172-188
5.1.3. Use the Report Wizard	Level 1, Chapter 6, Pages 252-256 Level 2, Chapter 5, Pages 188-192
5.2. Apply Report Design options.	
5.2.1. Apply a Theme	Level 2, Chapter 5, Pages 177-178
5.2.2. Add calculated controls	Level 2, Chapter 5, Pages 188-195
5.2.2.1. Total report records	Level 2, Chapter 5, Pages 188-195
5.2.2.2. Group report records	Level 1, Chapter 6, Pages 248-251 Level 2, Chapter 5, Pages 188-195
5.2.3. Add bound/unbound controls	
5.2.3.1. Text box	Level 2, Chapter 5, Pages 169 to 172
5.2.3.2. Hyperlink	Level 2, Chapter 5, Pages 205-207
5.2.3.3. Drop down	Level 2, Chapter 5, Pages 204-205
5.2.3.4. Graph	Level 2, Chapter 5, Pages 198-204
5.2.3.5. Insert page break	Level 2, Chapter 5, Pages 196 to 198
5.2.4. Header/Footer	
5.2.4.1. Insert page number	Level 2, Chapter 5, Page 176 to 180
5.2.4.2. Insert logo	Level 2, Chapter 5, Pages 180 to 182
5.2.5. Reorder tab function	Level 2, Chapter 5, Pages 205-208
5.3. Apply Report Arrange options.	
5.3.1. Use the Table functions	
5.3.1.1. Insert	Level 1, Chapter 6, Page 244
5.3.1.2. Merge	Level 1, Chapter 6, Page 244-245
5.3.1.3. Split	Level 1, Chapter 6, Pages 244-245
5.3.2. Move table	Level 1, Chapter 6, Page 237, 239-240
5.3.3. Reposition / Format records	

<b>Benchmark Access 2010</b>	
<b>Objective</b>	<b>Text Reference</b>
5.3.3.1. Padding	Level 1, Chapter 6, Page 244-245
5.3.3.2. Margins	Level 1, Chapter 6, Page 244-245
5.3.4. Align report outputs to grid	Level 2, Chapter 5, Pages 173-182
5.4. Apply Report Format options.	
5.4.1. Rename label in a report	Level 1, Chapter 6, Pages 238-239
5.4.2. Apply background image to report	Level 1, Chapter 6, Pages 244, 248
5.4.3. Change shape in report	Level 2, Chapter 5, Pages 205-208
5.4.4. Apply conditional formatting in report	Level 1, Chapter 6, Pages 246-247
5.5. Apply Report Page Setup options.	
5.5.1. Change page Size	Level 1, Chapter 6, Pages 239, 247-248
5.5.2. Change page orientation	Level 1, Chapter 6, Pages 239, 249
5.6. Sort and filter records for reporting.	
5.6.1. Use the Find command	Level 1, Chapter 6, Pages 238, 241
5.6.2. Use Sort command	Level 1, Chapter 6, Pages 238-239
5.6.3. Use Filter commands	Level 1, Chapter 6, Pages 248-250
5.6.4. Use view types	Level 1, Chapter 6, Pages 236, 238-240

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