



Grande Prairie Regional College

School of Health Wellness and Career Studies

Department of Office Administration

COURSE OUTLINE – WINTER 2012

OA 2291 A3 (0-0-5) – Microsoft Office 2010, Access

Comprehensive

Instructor Sharron Barr

Office C203

1:00 – 2:00

Office M – R

Hours 11:30 – 12:30 R

or by appointment

Phone (780) 539-2979

E-mail sbarr@gprc.ab.ca

Class M W F 8:30 – 9:50

Room A313

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

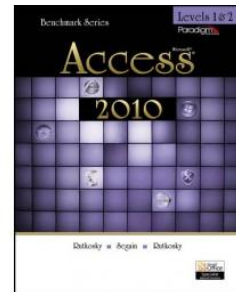
Benchmark Series Microsoft Access 2010, Levels 1 and 2 by

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

Student Resources CD (provided with textbook)

Internet Resource Center, 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

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**

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

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 | Level 1, Ch 1 | BM-Access2010-L1-Session03 | Creating Database Table | 3–20 |
| | | Level 1, Ch 1 | BM-Access2010-L1-Session04 | Creating Database Table | 21–42 |
| | | Level 1, Ch 2 | BM-Access2010-L1-Session05 | Creating Relationships Between Tables | 43–77 |
| 2 | Class 2 | Level 1, Ch 3 | BM-Access2010-L1-Session06 | Performing Queries | 79–107 |
| | | Level 1, Ch 3 | BM-Access2010-L1-Session07 | Performing Queries | 108–129 |
| | Class 3 | Level 1, Ch 4 | BM-Access2010-L1-Session08 | Modifying and Managing Tables | 131–148 |
| | Class 4 | Level 1, Ch 4 | BM-Access2010-L1-Session09 | Modifying and Managing Tables | 149–172 |
| 3 | Class 5 | TEST | BM-Access2010-L1-Session11 | Level 1, Unit 1 Test | |
| | Class 6 | Level 1, Ch 5 | BM-Access2010-L1-Session12 | Creating Forms | 185–208 |
| | Class 7 | Level 1, Ch 5 | BM-Access2010-L1-Session13 | Creating Forms | 208–220 |
| 4 | Class 8 | Level 1, Ch 6 | BM-Access2010-L1-Session14 | Creating Reports and Mailing Labels | 231–251 |
| | Class 9 | Level 1, Ch 6 | BM-Access2010-L1-Session15 | Creating Reports and Mailing Labels | 252–266 |
| | Class 10 | Level 1, Ch 7 | BM-Access2010-L1-Session16 | Modifying, Filtering and Viewing Data | 267–277 |
| 5 | Class 11 | Level 1, Ch 7 | BM-Access2010-L1-Session17 | Modifying, Filtering and Viewing Data | 278–297 |
| | Class 12 | Level 1, Ch 8 | BM-Access2010-L1-Session18 | Importing and Exporting Data | 299–312 |
| | Class 13 | Level 1, Ch 8 | BM-Access2010-L1-Session19 | Importing and Exporting Data | 313–326 |
| 6 | Class 14 | TEST | BM-Access2010-L1-Session21 | Level 1, Unit 2 Test | |
| | 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 | TEST | BM-Access2010-L2-Session34 | Level 2, Unit 1 Test | TEST |
| 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 | TEST | BM-Access2010-L2-Session46 | Level 2, Unit 2 Test | |
| 13 | FINAL EXAM | | | | |
| 14 | FINAL EXAM | | | | |
| 15 | FINAL EXAM | | | | |

| 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 |
| WINTER BREAK | 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 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

| Benchmark Access 2010 | |
|---|--|
| Objective | Text Reference |
| 1. Managing the Access Environment | |
| 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 |
| 2. Building Tables | |
| 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 |

| Benchmark Access 2010 | |
|---|--|
| Objective | Text Reference |
| 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 |
| 3. Building Forms | |
| 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 |

| Benchmark Access 2010 | |
|--|---|
| Objective | Text Reference |
| 3.4.4. Apply conditional formatting in form | Level 1, Chapter 5, Pages 206-209 |
| 4. Creating and Managing Queries | |
| 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 |
| 5. Designing Reports | |
| 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 | |

| Benchmark Access 2010 | |
|---|--|
| Objective | Text Reference |
| 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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