

Access-Intermediate

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Beverly Klein
Development Date	12/5/2000
Revised By	Penny Johnson
Revised Date	1/12/2009
Course Number	10-103-125
Instructional Level	Certificate, One Year Diploma, and Associate Degree
Instructional Area	Computer Software
Division	Agriscience and Technology
Department	Business Technology
Potential Hours of Instruction	24
Total Credits	1

Description

Create more advanced queries and custom forms; create customized reports and integrate Access with other programs; work with macros, switchboards, PivotTables and PivotCharts.

Target Population

Learners who need to acquire Microsoft Access database processing skills and qualifications for employment purposes, utilize a microcomputer as a database manager, or learn Access for personal use. Particularly appropriate for associate degree, diploma, and certificate individuals as well as those preparing for Core MOUS certification.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation or Online Course	24	1

Textbooks

Shelly, Cashman, Pratt. *Access 2007 Comprehensive Concepts and Techniques*. Course Technology. 2004. **ISBN:** 0-619-20040-5. **Source:** MATC bookstore.

Learner Supplies

Storage device (USB, jump drive, etc.). **Manufacturer:** ---. **Quantity:** 12.

Computer: Minimum--500 MHz processor, 1.5 GB hard drive, 256 MB of RAM . **Manufacturer:** ---.

Microsoft Windows XP with Service Pack (SP) 2 or later operating system. **Manufacturer:** ---.

Internet Explorer 7 (minimum) with internet access. **Manufacturer:** ---.

Microsoft Access 2007. **Manufacturer:** ---.

Prerequisites

Beginning Access (10-103-145) or equivalent

Working knowledge of Microsoft Windows (computer literacy, proficiency with a mouse, file management)

Experience sending and receiving email; moderate skills using the net

Exit Learning Outcomes

Core Abilities

A. Science and Technology

Competencies

A. Integrate feature sharing data among applications

Competence will be demonstrated:

- A.1. through actual performance of the skill
- A.2. by using a computer, printer, and Microsoft Access 2007 for Windows
- A.3. in submitted files as specified on the assignment sheet
- A.4. by specified assignment deadlines

Criteria - Performance will be satisfactory when:

- A.1. you import or link an Excel worksheet
- A.2. you import or link from another Access Database
- A.3. you import text files
- A.4. you save import steps
- A.5. you export data to Excel
- A.6. you export and import XML data

B. Use reports, forms, and combo boxes

Competence will be demonstrated:

- B.1. through actual performance of the skill
- B.2. by using a computer, printer, and Microsoft Access 2007 for Windows
- B.3. in submitted files as specified on the assignment sheet
- B.4. by specified assignment deadlines

Criteria - Performance will be satisfactory when:

- B.1. you create a report using the Report Wizard
- B.2. you use Layout View in a report
- B.3. you use sorting and grouping in a report
- B.4. you understand report sections
- B.5. you understand and move controls
- B.6. you add totals and subtotals to a report
- B.7. you resize columns
- B.8. you conditionally format controls
- B.9. you filter records in a report and clear a filter
- B.10. you use multiple tables in a report
- B.11. you resize column headings
- B.12. you add a field
- B.13. you add subtotals and totals
- B.14. you use the Form Wizard to create a form
- B.15. you understand form sections
- B.16. you add a date
- B.17. you change the format of a control
- B.18. you add a field
- B.19. you filter and sort using a form

C. Enhance forms with OLE fields, hyperlinks, and subforms

Competence will be demonstrated:

- C.1. through actual performance of the skill
- C.2. by using a computer, printer, and Microsoft Access 2007 for Windows
- C.3. in submitted files as specified on the assignment sheet
- C.4. by specified assignment deadlines

Criteria - Performance will be satisfactory when:

- C.1. you use the Input Mask wizard
- C.2. you enter data using an input mask
- C.3. you enter data in yes/no fields
- C.4. you data in Date fields
- C.5. you enter data in Memo fields
- C.6. you change row and column size
- C.7. you enter data in OLE fields
- C.8. you enter data in attachment fields
- C.9. you create a form in Design View
- C.10. you add controls and align controls in Form Design View
- C.11. you change the Fill/Back color
- C.12. you add a title and fine-tune the form
- C.13. you place a subform
- C.14. you modify a subform
- C.15. you change special effects adn colors
- C.16. you change a Tab Stop and Tab Order
- C.17. you view dependencies
- C.18. you use Date, Memo, adn Yes/No fields in a query
- C.19. you create a simple form with a datasheet
- C.20. you create a multi-table form based on the "many" table

D. Use switchboards, PivotTables, and PivotCharts**You will demonstrate your competence:**

- D.1. through actual performance of the skill
- D.2. by using a computer, printer, and Microsoft Access 2007 for Windows
- D.3. in submitted files as specified on the assignment sheet
- D.4. by specified assignment deadlines

Your performance will be successful when:

- D.1. you create and use macros
- D.2. you ad actions to a macro
- D.3. you modify a macro
- D.4. you create and save a macro group
- D.5. you create a switchboard and switchboard pages
- D.6. you modify switchboard pages
- D.7. you use a switchboard
- D.8. you create a PivotTable
- D.9. you change properties in a PivotTable
- D.10. you use a PivotTable
- D.11. you create a PivotChart and add a legend
- D.12. you change the chart type and organization of a PivotChart
- D.13. you remove drop zones in a PivotChart
- D.14. you assign axis titles and chart title in a PivotChart
- D.15. you use a PivotChart

