

## PROGRAM OVERVIEW

### PROGRAM NAME

Introduction to Access 2010 Blended Learning Program

### INSTRUCTOR INFORMATION

Diane Staif

Office: (313) 577-2111

Email: [eh3071@wayne.edu](mailto:eh3071@wayne.edu)

### PROGRAM LENGTH

Three instructor-led sessions (4 hours each)

Self-paced online activities (time varies by user)

### PROGRAM DESCRIPTION

This learning program consists of three (3) instructor-led sessions and self-paced eLearning activities. Participants will use Access 2010 to build a basic relational database with simple forms, queries and reports. Participants will supplement their classroom learning by completing self-paced eLearning activities on their own (outside of instructor-led sessions).

### LEARNING OBJECTIVES

By the end of this learning program participants should be able to:

- Determine when to use Excel or Access by identifying key characteristics in a dataset
- Compare illustrations to understand an Access database structure
- Plan a database structure by analyzing data for specific units of information
- Understand common database terms by successfully
- Successfully open, save and close an Access database
- Use the Access 2010 interface to manipulate database objects as needed
- Create a table for each unit of information
- Understand data types and input masks by reviewing and applying them to a table
- Troubleshoot issues using the Access Help feature
- Import external data using an existing Excel spreadsheet
- Set primary keys by identifying unique fields and data
- Establish table relationships using the Lookup Wizard
- Use a set a table, form or query object to add, edit, delete and search for records
- Create Form using the Form Wizard
- Understand commonly used control types by applying controls to an existing Form
- Format Forms by applying Themes and inserting a logo
- Create a Query using the Query Wizard
- Filter records in a Query by specifying criteria and setting parameters

## LEARNING OBJECTIVES (cont'd)

- Run a Query using various executing options
- Create a Report using the Report wizard
- Run a report using an existing database object
- Create report labels from a database object for correspondence
- Format Reports by applying Themes and inserting a logo
- Print a database object using Access Backstage
- Email a database object using Access Backstage
- Back up the database using Access Backstage
- Successfully build a database from scratch
- Successfully complete all eLearning programs as assigned

## PREREQUISITES

Participants should be able to demonstrate basic computer skills (using the mouse, saving files, etc.). Familiarity with MS Access 2010 environment is helpful but not required.

## PROGRAM STRUCTURE




This program is designed to provide participants with a blended learning experience, including both instructor-led and eLearning activities.

**Instructor-led sessions** will consist of discussions and hands-on activities facilitated by the instructor. Participants will observe demonstrations and review examples. Participants are encouraged to ask questions and partake in hands-on activities. All instructor-led sessions are held in Mazurek Lab 309 unless otherwise instructed.

**eLearning sessions** will consist of reviewing and/or completing electronic learning resources provided by Accelerate Employee Development Tools unless otherwise instructed. eLearning assignments may include passing assessments or simply reviewing content. All eLearning assignments are expected to be completed outside of instructor-led sessions.

## ELEARNING TIPS

If you are new to Accelerate please refer to the Quick Start Guide as needed. The contents of the eLearning programs can be reviewed again as needed. Each eLearning lesson has a pre and posttest that must be completed. These tests may be repeated as much as needed and the system will record the last grade earned. Grades/Completions may be forwarded to your hiring manager.

The eLearning programs may be repeated as often as needed for a refresher and need not to be completed in one sitting; however, you should avoid closing the program window by clicking the red  and use the program's  button to close the program. Using the  button will ensure the system saves your progress and you can begin where you left off when you exited the program.

## TECHNICAL ASSISTANCE

For Accelerate Employee Development Tools logon issues please contact your instructor. For computer issues please contact your local IT. You may wish to test your browser for eLearning readiness by visiting <http://browser.skillport.com/>

## PROGRAM MATERIALS

You will need the following materials:

- Participant Guide (provided by the instructor)
- USB drive for saving files (do not save files to local computers)

## PROGRAM SCHEDULE

Date & Time	Location	Topics
7/12/2013 11:30am-4pm	Mazurek Lab 309	Database Structures, Table properties and construction, Primary Keys, Table Relationships
Complete by 7/18/2013	Online (Accelerate)	Creating Basic Tables in Access 2010 (4 Lessons & posttest)
7/19/2013 11:30am-4pm	Mazurek Lab 309	Creating Forms and Queries
Complete by 8/1/2013	Online (Accelerate)	Introduction to Forms in Access 2010 (4 Lessons & posttest) Introduction to Queries In Access 2010 (4 Lessons & posttest) Introduction to Reports in Access 2010 (4 Lessons & posttest)
8/2/2013 11:30am-4pm	Mazurek Lab 309	Creating Reports and Using Access Backstage
TBD	TBD	Follow-up Session: Q&A and recap as needed

## SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

## ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to help you learn more about Access. Choose from a wide variety of resources including books, courses, job aids, videos and more. You can use the Search 'n Learn feature to locate resources (see image below). Simply enter a topic of interest and click Go to view a list of available resources. Ask your instructor for details.

