

# Learn Microsoft® Access® 2010 Step by Step, Level 1

## Student Guide

---

To install the Microsoft Office 2010 software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM (512 MB recommended for Microsoft Outlook® 2010 Instant Search; 1 gigabyte (GB) required for Microsoft Word 2010 grammar and contextual spelling features)
- CD or DVD drive
- 3 GB available hard disk space

Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.

- 1024 × 768 or higher-resolution monitor
- Keyboard and mouse or compatible pointing device
- Windows® 7, Windows Vista® with Service Pack 1 (SP1) or later, Windows XP SP3 or later, Windows Server® 2008, or Windows Server 2003 SP2 or later
- Internet connection for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Internet Explorer® 7 or later

In addition to the hardware, software, and connections required to run Microsoft Office 2010, you will need the following to successfully complete the exercises in this book:

- Microsoft Access 2010
- Microsoft Outlook 2010
- 9 MB of available hard disk space for the practice files

The practice files necessary to complete the exercises for this Level 1 course are available in the following file:

50533A-ENU\_PracticeFiles.zip

The practice files are organized in folders corresponding to chapters of the *Microsoft Access 2010 Step by Step* book on which this course is based, as indicated in the table on the following page.

Page	Description	Folder	Practice File
145-148	Add fields with various data types	Chapter06	GardenCompany06_start.accdb
150-151	Change the Field Size property of various fields		GardenCompany06.accdb*
153-157	Use input masks to guide data entry		GardenCompany06.accdb*
160-166	Create and test validation rules		GardenCompany06.accdb*
167-171	Use the Lookup wizard to create a list		GardenCompany06.accdb*
172-176	Display a list of values from another table		GardenCompany06.accdb*
181-187	Use the Form wizard to create a form, and then modify it	Chapter07	GardenCompany07_start.accdb
188-195	Add and delete controls		GardenCompany07.accdb* Hydrangeas.jpg
197-203	Add a subform to an existing form		GardenCompany07.accdb*
211-215	Create a query based on two related tables	Chapter08	GardenCompany08_start.accdb
217-220	Create a parameter query manually		GardenCompany08.accdb*
222-224	Summarize the values in records selected by a query		GardenCompany08.accdb*
225-230	Create a query that displays calculation results in a new field		GardenCompany08.accdb*
232-234	Create a query to update table data		GardenCompany08.accdb*
236-238	Create a query to delete table data		GardenCompany08.accdb*
243-246	Create a report from scratch	Chapter09	GardenCompany09_start.accdb
247-252	Modify the content of a report		GardenCompany09.accdb*
254-259	Add a subreport with calculations to a main report		GardenCompany09.accdb*

\*Practice file names that are followed by an asterisk represent files that are created by the student and not supplied in the practice file folder.