



# ITE Education News

State of Iowa  
Department of Administrative Services (DAS)  
Information Technology Enterprise (ITE)  
Hoover State Office Building – B Level  
Des Moines, Iowa 50319

*John Gillispie, Chief Operating Officer, ITE*

ITE EDUCATION NEWS Jan/Feb 2007

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## Contents of Element K® Workbooks Used In ITE Classes

For the Access and Excel classes taught by ITE, Element K® is the class workbook that is used.

### Course content For Excel Level 1

#### **Lesson 1: Excel Basics**

- The paper spreadsheet
- The Excel program
- The workbook environment

#### **Lesson 2: Entering data and navigating in a worksheet**

- Entering and correcting data
- Saving a file
- Using formulas
- Opening a second file
- Navigation and movement techniques

#### **Lesson 3: Modifying a workbook**

- Working with ranges
- Working with functions
- Editing cell contents

#### **Lesson 4: Moving and copying data**

- Inserting rows and ranges
- Moving data
- Copying data
- Absolute references
- Using the Fill Series feature

#### **Lesson 5: Formatting a worksheet**

- Formatting a worksheet
- Number formats and text alignment
- Copying and pasting formats
- Special and custom formatting

#### **Lesson 6: Printing a worksheet**

- Checking spelling
- Using the Print Preview command
- Printing a large worksheet
- Additional print options

#### **Lesson 7: Introduction to the workbook environment**

- Using a multiple-sheet workbook
- Creating a chart
- Outlining
- Spreadsheet Solutions

## Course content For Access Level 1

### **Lesson 1: Overview of Access 2000**

- Introduction to database concepts and terminology
- An introduction to Access 2000
- Database planning and design

### **Lesson 2: Creating tables**

- Examining a table
- Creating a table with the Table Wizard
- Creating a table in Design View
- Types of primary keys

### **Lesson 3: Working with tables**

- Adding records
- Modifying the table design
- Finding and editing records
- Deleting, adding, and copying records and values
- Filtering and sorting records

### **Lesson 4: Using select queries**

- Selecting fields and sorting records
- Refining the results of a query
- Using queries to perform calculations
- Joining tables in a query

### **Lesson 5: Creating and using forms**

- Creating a form
- Modifying the form design
- Using a form to locate and organize information
- Multiple-table forms

### **Lesson 6: Creating and using reports**

- Creating a report
- Creating a report that contains totals

### **Lesson 7: Creating and maintaining a database**

- Creating a database
- Managing a database and its objects
- Database maintenance

**Direct all Education Comments and Questions to:**

Bruce Hupke – 281-6984 [bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov)

**INSTRUCTOR LED TRAINING*****ACCESS LEVEL 1***

In this hands-on course, you'll design and create databases, tables, queries, forms, and reports. You'll learn database concepts and terminology. You'll learn how to design and create a table. You'll learn how to work with tables and forms, including adding records, modifying table and form design, finding and editing records, deleting and copying records and values, and filtering and sorting records. You'll learn how to design and use select queries. You'll learn how to create and use forms for a single table and multiple-tables. You'll learn how to create and use reports. You'll learn how to create and maintain a database. You'll learn rules for database design, including an introduction to table relationships. You will examine a database with design flaws and make corrections. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index, and disk with all course files.

**Prerequisite: Basic Windows or similar experience**

***Access Level 1***

**\$115** **Course: PC801**  
**Jan 11** 8:30 – 3:30  
**12** 8:30 – 12:00  
 Enrollments closed Jan 5

**Mar 21** 8:30 – 3:30  
**22** 8:30 – 12:00  
 Enrollments close: Mar 9

Hoover 'B' Level/Learning Center 2

***EXCEL LEVEL 1***

In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disk with all course files.

**Prerequisite: Basic Windows or similar experience**

***Excel Level 1***

**\$80** **Course: PC701**  
**Jan 17** 8:30 – 4:00  
 Enrollments close: Jan 8

**Feb 21** 8:30 – 4:00  
 Enrollments close: Feb 12

Hoover 'B' Level/Learning Center 2

***ACCESS LEVEL 2***

In this hands-on course, you will learn how to enhance your database design by using the principles of normalization and table relationships. You'll also learn how to query multiple tables for data that is used in customized forms and reports. In addition, you'll be able to take the guesswork out of creating databases by learning to use data-normalization techniques. See how to take advantage of relational database efficiency to maintain data. You will also learn techniques to save time by controlling data entry and automating tasks. Benefit by becoming familiar with Access features that will enable you to customize forms and reports. An introduction to Data Access pages and Mail Merging with Word will be presented. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disk with all course files.

**Prerequisite: Basic Microsoft ACCESS class**

***Access Level 2***

**\$115** **Course: PC811**  
**Jan 24** 8:30 – 3:30  
**25** 8:30 – 12:00  
 Enrollments close: Jan 15  
 Hoover 'B' Level/Learning Center 2

**\$115** **Course: PC811**  
**May 16** 8:30 – 3:30  
**17** 8:30 – 12:00  
 Enrollments close: May 7  
 Hoover 'B' Level/Learning Center 2

***EXCEL LEVEL 2***

In this hands-on course you'll learn the skills you need to create, modify, and customize Excel charts. You will work with both chart sheets and embedded charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting and filtering techniques for locating and managing information. You will learn the querying capabilities of Excel. Exercises and/or wrap-up lessons follow each of the 6 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disk with all course files.

**Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience**

***Excel Level 2***

**\$115** **Course: PC711**  
**Feb 7** 9:00 – 3:30  
**8** 9:00 – 12:00  
 Enrollments close: Jan 29  
 Hoover 'B' Level/Learning Center 2

***BUSINESS OBJECTS***

This class is taught using ZABO, a downloadable, self-installing version of Business Objects. ZABO, short for Zero Administration Business Objects, is functionally equivalent to the full-client. It has an integrated suite of Business Objects modules (InfoView, WebIntelligence Explorer and WebIntelligence Reporter.) ZABO is a web based report creating and viewing software. This hands-on course will teach students to create several types of reports. Included in reports students create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send/receive and publish reports. Students in class will do report drilling. Step by step workbook included.

**Prerequisite: Basic Windows or similar experience**

***Business Objects***

**\$50** **Course: UT501**  
 TBA 9:00 – 12:00  
 Enrollments close:

Hoover 'B' Level/Learning Center 2

## January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11 Access Level 1 8:30 – 3:30	12 Access Level 1 8:30 – 12:00	13
14	15 Martin Luther King Holiday	16	17 Excel Level 1 8:30 – 4:00	18	19	20
21	22	23	24 Access Level 2 8:30 – 3:30	25 Access Level 2 8:30 – 12:00	26	27
28	29	30	31			

## February 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Excel Level 2 9:00 – 3:30	8 Excel Level 2 9:00 – 12:00	9	10
11	12	13	14	15	16	17
18	19	20	21 Excel Level 1 8:30 – 4:00	22	23	24
25	26	27	28			

Sneak Peak: Access 1 Mar 21,22

Excel 1 April 4

Access 2 May 16, 17



