

Operate a Database Application (Access 2007)



ICAU1131B

Ref No: DDICAU317

Elements of Competency

Create database

- Open a database application and design a two-table simple relational database incorporating basic design principles
- Develop a table with fields and attributes according to database usage, as well as user requirements
- Create a primary key and establish an index for each table
- Modify table layout and field attributes as required
- Create a relationship between the two tables
- Add and modify data in a table according to information requirements
- Add and delete records as required
- Save and close down database to disk

Customise basic settings

- Adjust page layout to meet user requirements
- Open and view different toolbars
- Format font as appropriate for the purpose of the database entries

Create reports

- Design reports to present data in a logical sequence
- Modify reports to include/exclude additional requirements
- Distribute reports to appropriate person in a suitable format

Create forms

- Use a wizard to create a simple form
- Open existing database and modify records through a simple form
- Rearrange objects within the form to accommodate information requirements

Retrieve information

- Access existing database and locate required records
- Create simple query and retrieve required information
- Develop query with multiple criteria and retrieve required information
- Select data and display appropriately

Number of Pages

221

Audience

This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1131B Operate a Database Application (Access 2007 Introduction). This manual is a learning resource and is not an assessment tool.

Prerequisites

Basic Computer skills. Knowledge of Access is not necessary.

Course Length

In a training environment this manual is suitable for approximately two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

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Introduction

Overview of Access
Components of a Database
Database Wizards/Templates

Getting Started

Starting Access

A Quick Database Tour

Getting Started with Microsoft Access
The My Places Bar
Ribbon
Contextual Command Tabs
Office Button
Quick Access Toolbar
Galleries
Navigation Pane
Mini Toolbar
Tabbed documents
ScreenTips

Building a Database

Creating a New Database

Defining Tables
Field Names and Keys
Creating a Table
Table Template
Creating a Second Table
Field Names
Creating a Table from Scratch
Data Types
Choosing a Data Type
Description Field
Adding Additional Fields
Primary Keys
Creating Tables – a Summary

Working with Tables

Copying a Table
Renaming a Table
Deleting a Table
Modifying the Table Structure
Renaming a Field
Moving and Copying Fields
Deleting a Field
Inserting a Field
Things to Watch Out For!

Exercise

Working with Data

Adding Records

Using Datasheet View
Navigating in a Datasheet
Navigation Buttons
Selecting Records and Fields
Shortcuts

Datasheet Format

Text Font and Size

Font Formatting

Colours

Gridlines

The Format, Datasheet dialog box

Row Height

Column Widths

Hiding a Column

Freezing Columns

Switching Views

Moving Columns

Adding and Deleting Fields

Find and Replace

Finding Text

Replacing Text

Filtering Records

Auto Filter

Sorting Data

Multiple Sort Columns

Exercise

Relational Databases

Table Relationships

Creating a Lookup
Defining Relationships
Adding a Relationship
Join Type
Join Properties
Creating a Value List

Exercise

Using the Database

An Existing Database

Viewing Relationships

Printing Relationships

Subdatasheets

Expanding a subdatasheet
Collapsing a subdatasheet
Nested subdatasheets

Extracting Information

Querying a Table

Creating a Query
Using a Query Wizard
Customising a Query
Sorting Records
Sorting in Descending Order
Removing a Sort Order

A Second Query

Customising the Query Results
Adding a Field
Saving a Query

Queries from Scratch

Adding a Table to a Query
Adding Fields
Saving the Query
Modifying a Query

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Exercise

Summary Queries

Summary Options

The Show Field

Calculations in a Query

Typing an Expression

Query Criteria

Typing Criteria

Criteria Exercises

“OR” Criteria

“AND” Criteria

Reports

AutoReports

Previewing the Report

Viewing Multiple Pages

Using a Report Wizard

Choosing the Report Fields

Grouping Levels

Sort Order

Report Layout

The Finished Report

Editing the Report Design

Previewing a Report

Distribute a Report

Forms

AutoForm

Using Form View

Using a Form Wizard

Selecting the Fields

The Completed Form

Adding a New Record

Editing the Form

Exercises

Office Links

Starting Merge It

The Mail Merge Wizard

Inserting the Merge Fields

Mailing Labels

Label Type

Label Fields

Error! Bookmark not defined.