Operate a Database Application (Access 2003)

ICAU1131B

Ref No: DDICAU31A

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 194

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 2003 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.

Ph: 1300 309 744
Fax: (07) 3229 1254

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