

Operate a Database Application (Access 2002)



ICAU1131A

Ref No: DDICAU31X

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

202

Audience

This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the elective unit of ICAU1131A Operate a Database Application (Access 2002 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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Elements of Competency

Introduction

Overview of Access
Components of a Database
Database Wizards

Getting Started

Starting Access

A Quick Database Tour

The Task Pane
The Places Bar
Database Content

The Access Screen

Menus

Menu Elements
Changing Menu Options
Standard menu settings
Resetting Menus
Menu Animations

Toolbars

ScreenTips
Displaying and Hiding Toolbars

Building a Database

Creating a New Database

The Database Window

Defining Tables

Field Names and Keys
Creating a Table

The Table Wizard

Creating a Second Table
Field Names
Creating a Table from Scratch
Data Types
Choosing a Data Type
The Field Builder
Primary Keys

Saving and Naming the Table
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

Shortcuts

Datasheet Format

Text Font and Size
Font Formatting
Colours
Gridlines
Special Effects
The Format, Datasheet dialog box

Row Height

Column Widths

Hiding a Column

Freezing Columns

Switching Views

Working with Records

Selecting Records and Fields

Moving Columns

Adding and Deleting Fields

Find and Replace

Finding Text

Replacing Text

Filtering Records

Filter by Selection

Filter by Form

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

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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

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

Using a Report Wizard

Choosing the Report Fields

Grouping Levels

Sort Order

Report Layout

The Finished Report

Editing the Report Design

Previewing a Report

Report Page Numbers

Date and Time in Reports

Formatting the Header and Footer

Forms

AutoForm

Using Form View

Using a Form Wizard

Selecting the Fields

The Completed Form

Adding a New Record

Inserting a Graphic

Moving Fields

Nudging Fields

Sizing a Field

Modifying the Toolbar

Exercises

OfficeLinks

Starting Merge It

The Mail Merge Wizard

Inserting the Merge Fields

Mailing Labels

Label Type

Label Fields