



Access – Introductory

National Competency Standard:

[BSBITU301 Create and use databases](#)

[ICTDBS403 Create basic databases](#)

Objectives

Upon completion of this course, you will be able to work confidently with an existing Access database, including building custom queries, forms and reports and design and build a simple database consisting of a small number of tables following sound principles of relational design.

Pre-Requisite Skills

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

Two days.

Course Outcomes

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| <ol style="list-style-type: none">1. Understand fundamental database concepts and determine if Access is an appropriate tool for specific information processing tasks2. Work with Access files3. Create basic tables4. Create basic data entry forms5. Design and use select queries6. Design and build simple reports7. Build macros | <ol style="list-style-type: none">8. Import and export data9. Understand table relationships10. Understand the general principles of normalisation11. Build, link and use lookup tables12. Work with multiple data sources13. Design forms and reports14. Create a navigation form15. Backup and maintain a database |
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Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Course Content

DAY 1

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Naming Conventions
- Methodology Used in the Exercises

Database Concepts

- Definitions

File Management

- The Startup Screen
- Opening an Existing Database
- Closing a Database
- Creating a New Database
- Saving a Database

Basic Tables

- Table Views
- Data Types
- Primary Keys
- Table and Field Names
- Creating a New Table

Basic Forms

- Creating a New Form

Basic Select Queries

- Select Queries
- Criteria used in Queries
- Using Multiple Criteria
- Parameter Queries
- Running a Query

Reports

- Creating Simple Reports
- Standard (Tabular) Report
- Blank Report
- Report Design
- Report Wizard
- Label Wizard

Macros

- The Macro Designer

Importing and Exporting

- The External Data Ribbon Tab
- Copying objects between Access databases
- Importing data
- Exporting a table

DAY 2

Table Relationships

- Relational Database Fundamentals
- Linking Two Tables

Normalisation

- The Purpose of Normalisation
- Third Normal Form

Lookup Tables

- Lookup Tables

Multiple Data Sources

- Forms and Subforms
- Queries based on multiple tables
- Reports based on multiple tables

Form and Report Design

- Form Sections and Properties
- Report Sections and Properties

Navigation Forms

- Creating Macros which open the objects
- Creating a form to store the buttons
- Creating Buttons to Launch the Macros
- Creating an Autoexec Macro to start the navigation form

Database Maintenance

- Backing up a database
- Compact and Repair