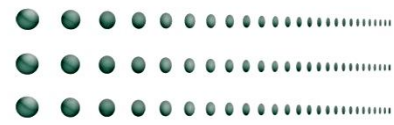




RT0 provider code: 60034

Business Skills  
IT Solutions  
Qualifications



## Access - Introductory

National Competency Standard (ICT):

BSBITU301 Create and use databases

ICTDBS403 Create basic databases

### Course 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-Requisites

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

### Duration

2 Day.

### Course Outcomes

1. Understand fundamental database concepts and determine if Access is an appropriate tool for specific information processing tasks
2. Work with Access files
3. Create basic tables
4. Create basic data entry forms
5. Design and use select queries
6. Design and build simple reports
7. Build macros
8. Import and export data
9. Understand table relationships
10. Understand the general principles of normalisation
11. Build, link and use lookup tables
12. Work with multiple data sources
13. Design forms and reports
14. Create a navigation form
15. Backup and maintain a database

### 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(s) of competency

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# Access - Introductory

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outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

# Access - Introductory

## 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