ICTICT210 Operate Database Applications

Microsoft Access 2013

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired in ICTICT210 Operate Database Applications are sufficient to be able to operate database applications and create and develop simple relational databases using pre-existing data. It applies to individuals who provide administrative support working under direct supervision or with limited responsibility within a wide range of industry occupations.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- understand how **Access** is used and how to navigate around it
- design a simple database
- create a simple database
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms
- modify and adapt an existing form according to specific needs

❖ **Prerequisites**

ICTICT210 Operate Database Applications assumes some knowledge of Microsoft Access 2013, as well as a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

123 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

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Product Information

AUSTRALIAN MADE & OWNED

Contents

Product Information

Unit Mapping

This unit describes the skills and knowledge required to operate database applications and create and develop simple relational databases using pre-existing data.

	Performance Criteria	Location
1	**Create database**	
1.1	Open a database application and design a two-table, simple relational database incorporating basic design principles	Chapter 2: Designing a Simple Database
1.2	Develop a table with fields and attributes according to database usage, as well as user requirements	Chapter 3: Creating a Simple Database
1.3	Create a primary key and establish an index for each table	Chapter 3: Creating a Simple Database, Chapter 4: Modifying Table Structures
1.4	Modify table layout and field attributes as required	Chapter 4: Modifying Table Structures
1.5	Create a relationship between the two tables	Chapter 3: Creating a Simple Database
1.6	Add and modify data in a table according to information requirements	Chapter 5: Adding Records to a Table, Chapter 6: Adding Transactional Records, Chapter 7: Working With Records
1.7	Add and delete records as required	Chapter 5: Adding Records to a Table, Chapter 6: Adding Transactional Records, Chapter 7: Working With Records
1.8	Save and close down database to storage area	Chapter 2: Designing a Simple Database, Chapter 3: Creating a Simple Database
2	**Customise basic settings**	
2.1	Adjust page layout to meet user requirements	Chapter 11: Creating and Using Reports
2.2	Open and view different toolbars	Chapter 2: Designing a Simple Database
2.3	Format font as appropriate for the purpose of the database entries	Chapter 8: Formatting Tables
3	**Create reports**	
3.1	Design reports to present data in a logical sequence	Chapter 11: Creating and Using Reports
3.2	Modify reports to include or exclude additional requirements	Chapter 11: Creating and Using Reports
3.3	Distribute reports to appropriate person in a suitable format	Chapter 11: Creating and Using Reports
4	**Create forms**	
4.1	Use a wizard to create a simple form	Chapter 12: Creating and Using Forms
4.2	Open existing database and modify records through a simple form	Chapter 12: Creating and Using Forms
4.3	Rearrange objects within the form to accommodate information requirements	Chapter 13: Modifying Forms
5	**Retrieve information**	
5.1	Access existing database and locate required records	Chapter 7: Working With Records, Chapter 9: Sorting and Filtering, Chapter 10: Creating Queries
5.2	Create simple query and retrieve required information	Chapter 10: Creating Queries
5.3	Develop query with multiple criteria and retrieve required information	Chapter 10: Creating Queries
5.4	Select data and display appropriately	Chapter 7: Working With Records, Chapter 9: Sorting and Filtering, Chapter 10: Creating Queries