❖ **General Description**

This publication has been mapped to the **BSBITU311 - Use Simple Relational Databases** competency. It applies to individuals that may provide administrative support within an enterprise, or may be independently responsible for storage and retrieval of data relating to their own work roles.

❖ **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 database with lookup tables
- create a database structure using **Access**
- 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
- perform more advanced queries using a variety of querying techniques
- create and use parameter queries
- create calculated queries
- create and work with aggregation queries
- create meaningful reports from tables
- create and use forms
- work safely with your computer, consider your impact on the environment and manage files and folders efficiently

❖ **Prerequisites**

BSBITU311 Use Simple Relational Databases assumes little or no knowledge of Microsoft Access 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

196 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**.

Product Information

This information sheet was produced on Wednesday, November 21, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Contents

Product Information

INFOCUS COURSEWARE

Unit Mapping

This unit describes the skills and knowledge required to create simple two-table relational databases with reports and queries, for the storage and retrieval of information.

	Performance Criteria	Location
1	**Create a simple database**	
1.1	Plan a simple one-to-one relational database, using a database application, basic design principles, software functions and simple formulae	Chapter 2: Designing a Lookup Database
1.2	Develop a table with fields and attributes according to database usage, as well as data considerations and user requirements	Chapter 3: Creating a Lookup Database
1.3	Create a primary key for each table	Chapter 3: Creating a Lookup Database
1.4	Create a relationship between the two tables by assigning a foreign key	Chapter 4: Modifying Table Structures
1.5	Modify table layout and field attributes as required	Chapter 3: Creating a Lookup Database
1.6	Check and amend data entered, in accordance with organisational and task requirements	Chapter 5: Adding Records to a Table, Chapter 6: Adding Transactional Records, Chapter 7: Working With Records
2	**Create reports and queries**	
2.1	Identify information output, database tables to be used and report layout, in accordance with task requirements	Chapter 10: Creating Queries
2.2	Identify data groupings, search and sort criteria, in accordance with task requirements	Chapter 10: Creating Queries, Chapter 11: Querying Techniques, Chapter 12: Parameter Queries, Chapter 13: Calculations in Queries, Chapter 14: Aggregation Queries, Chapter 15: Creating and Using Reports
2.3	Run reports and queries to check that results and formulae provide the required data	Chapter 13: Calculations in Queries, Chapter 14: Aggregation Queries, Chapter 15: Creating and Using Reports
2.4	Modify reports to include or exclude additional requirements, where necessary	Chapter 15: Creating and Using Reports
3	**Use database**	
3.1	Ensure data input meets designated timelines and organisational requirements for speed and accuracy	Generally assumed throughout. Can be tested through the end of chapter exercises
3.2	Use help functions to overcome simple issues with database design and production	Chapter 2: Designing a Lookup Database
3.3	Preview, adjust and produce database reports or forms in accordance with organisational and task requirements	Chapter 15: Creating and Using Reports, Chapter 16: Creating and Using Forms
3.4	Name and store databases, in accordance with organisational requirements, and exit application without data loss or damage	Chapter 3: Creating a Lookup Database, Chapter 17: General Computer Operation
3.5	Prepare and distribute reports to appropriate personnel in a suitable format	Chapter 15: Creating and Using Reports

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