

Create and Use Databases BSBITU301A - Microsoft Access 2007

General Description	The skills and knowledge covered in this book are sufficient to create real-world database applications incorporating forms, queries, reports, and tables.
Learning Outcomes	At the completion of BSBITU301A Create and Use Databases you should be able to: <ul style="list-style-type: none">• understand how Access is used and how to navigate around it• design a database with lookup tables• create a database structure using Access 2007• 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 a variety of forms• work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders
Target Audience	This book has been mapped to the BSBITU301A Create and Use Databases competency and is designed to act as a learning guide covering the technical aspects of competency. It is primarily designed for people who need to know how to use Microsoft Access to create simple two-table relational databases with reports and queries, for the storage and retrieval of information. It is ideal for people who work in offices, for clubs or charities where there is a requirement to collect, storage and interpret data.
Prerequisites	This book assumes no prior knowledge of Microsoft Access or creating databases. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Pages	222 pages
Course Disk	Many of the topics in BSBITU301A Create and Use Databases require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF640 .
Methodology	The In Focus 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.

This information sheet was produced on Wednesday, February 11, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



Create and Use Databases

BSBITU301A - Microsoft Access 2007

Contents

Access 2007 Orientation

- Understanding Microsoft Access 2007
- Starting Access
- Understanding The Getting Started Screen
- Opening An Existing Database File
- Understanding The Access 2007 Screen
- Working With The Navigation Pane
- Working With A Table
- Working With Other Database Objects
- Closing A Database File
- Exiting From Access 2007

Designing A Lookup Database

- How Access Stores Data
- Access 2007 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising The Design

Creating A Lookup Database

- Creating A New Database File
- Creating The Lookup Table
- Defining The Primary Key
- Saving And Closing A Table
- Creating The Transaction Table
- Understanding Lookup Table Relationships
- Connecting To A Lookup Table
- Viewing Table Relationships

Modifying Table Structures

- Opening An Existing Table
- Adding Fields To An Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From A Table
- Copying A Table Within A Database
- Deleting A Table From A Database File

Adding Records To A Table

- Typing Records In A Table
- Adding Records Using A Form
- Saving A Form Layout For Reuse
- Adding Records Using An Existing Form
- Assignment – Adding Records
- Importing From Microsoft Excel

Adding Transactional Records

- Typing Transactional Records
- Transactional Records Using A Form

- Assignment – Adding Transactional Records
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

Working With Records

- Table Navigation
- Navigating To A Specific Record
- Editing A Record
- Deleting Record Data
- Undoing A Change
- Deleting A Record
- Deleting Several Records
- Searching In A Table
- Searching In A Field
- Finding And Replacing
- Printing Records From A Table
- Compacting A Database

Formatting Tables

- Changing Column Widths
- Formatting Cells In The Table
- Changing Fonts
- Moving Columns In A Table
- Freezing Columns In A Table
- Hiding Columns In A Table
- Unhiding Columns

Sorting And Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

Creating Queries

- Understanding Queries
- Creating A Query Design
- Working With A Query
- Changing A Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving A Query
- Running Queries From The Navigation Pane
- Deleting A Query
- Assignment – Creating Queries

Querying Techniques

- Modifying A Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using A Range Expression
- Querying Opposite Values
- Moving Fields In A Query

- Sorting Query Data
- Removing Fields From A Query
- Querying Using Wildcards
- Problem Characters
- Querying With A Lookup Table

Parameter Queries

- Creating A Parameter Query
- Displaying All Records
- Using Parameters To Display A Range
- Using Parameters In Expressions

Calculations In Queries

- Creating A Calculated Query
- Formatting Calculated Fields
- Summarising Data Using A Query
- Changing The Grouping
- Calculating With Dates
- Using Criteria In Calculations
- Concatenating String Fields

Aggregation Queries

- Creating An Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations
- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria To Aggregations
- Understanding Nested Queries
- Creating An Assembly Query
- Creating The Nesting Query

Creating And Using Reports

- Understanding Reporting In Access
- Creating A Basic Report
- Working With Existing Reports
- Previewing And Printing A Report
- Changing The Report Layout
- Using The Report Wizard
- Creating A Grouped Report
- Creating A Statistical Report
- Working With Grouped Reports

Creating And Using Forms

- Understanding Forms
- Creating A Basic Form
- Creating A Split Form
- Binding A Form To A Query
- Using The Form Wizard
- Working With Existing Forms
- Editing Records In A Form
- Deleting Records Through A Form
- Deleting An Unwanted Form

General Computer Operation

Integrated Assignment

Your supplier is:

Product Information