



Operate Database Applications ICAICT210A



Microsoft Access 2010

INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF911

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❖ General Description

This unit describes the performance outcomes, skills and knowledge required to operate database applications and perform basic operations.

❖ 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 2010**
- 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 a variety of forms
- modify and adapt an existing form according to specific needs

❖ Target Audience

Operate Database Applications ICAICT210A is designed for users who create and design databases using pre-existing data (eg documents, spreadsheet data, and data from database tables) or create new data when creating and manipulating databases and tables.

❖ Prerequisites

Operate Database Applications ICAICT210A assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

141 pages

❖ Student Files

Many of the topics in **Operate Database Applications ICAICT210A** 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 **INF911**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping
- ✓ Complete and comprehensive learning resources

❖ Formats Available

- ❖ A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: **RB - INF911**)

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