



INFocus COURSEWARE

BSBITA401A Design Databases

Microsoft Access 2013



Product Code: INF940

ISBN: 978-1-925179-64-4

❖ General Description

This course has been mapped to the **BSBITA401A - Design Databases** competency. It applies to individuals in a range of work areas who create databases to store and retrieve data.

❖ 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 relational database project
- create a relational database file with multiple tables
- modify the structure of an existing table
- set table relationships and join tables together
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in **Access** to protect data
- work with the records in a database table
- export records to and import records from a wide variety of sources and applications
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create queries based on one or more tables
- create and use parameter queries
- create calculated queries
- create and work with aggregation queries
- create and use a series of action queries
- create meaningful reports from tables
- create and use forms
- modify and adapt an existing form according to specific needs
- create a navigation form for a database in **Access 2013**

❖ Prerequisites

BSBITA401A Design Databases assumes little or no knowledge of Microsoft Access 2013. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

251 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.

This information sheet was produced on Tuesday, April 28, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



Contents

Getting to Know Access 2013

- Understanding Microsoft Access 2013
- Starting Access From the Windows Start Screen
- Understanding the Start Screen
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2013 Screen
- Working With the Navigation Pane
- Working With Touch Mode
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access 2013
- Practice Exercise
- Practice Exercise Sample

Relational Database Design

- Designing a Relational Database
- Scoping the System
- Determining the Inputs
- Normalising a Database
- First Normal Form (1NF)
- Second Normal Form (2NF)
- Second Normal Form Case Study
- Third Normal Form (3NF)
- Database Indexing
- Practice Exercise
- Practice Exercise Sample

Creating a Relational Database

- Creating a New Database File
- Creating Lookup Tables
- Defining a Primary Key
- Saving and Closing a Table
- Creating the Expense Type Table
- Creating the Transactions Table
- Creating the Details Table
- Practice Exercise
- Practice Exercise Data

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
- Practice Exercise
- Practice Exercise Sample

Setting Table Relationships

- Understanding Table Relationships
- Understanding Lookup Relationships
- Looking Up the Employees Table
- Looking Up the Expense Types Table
- Viewing Table Relationships
- Understanding Table Joins
- Editing the Employee Table Join
- Editing the Expense Type Table Join
- Creating a New Join
- Creating a Relationship Report
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Data

Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Assignment Adding Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet
- Practice Exercise
- Practice Exercise Data

Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working With Validations
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

Importing and Exporting Records

- Exporting Records to Microsoft Excel
- Exporting Records to a Text File
- Importing From Microsoft Excel
- Importing From a Text File
- Linking to an External Source
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample





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
- Sorting Query Data Numerically
- Displaying NULL Values
- Practice Exercise
- Practice Exercise Sample

Multi Table Queries

- Understanding Relational Queries
- Creating a Relational Query Design
- Filtering a Relational Query
- Filtering Related Fields
- Adding More Tables and Fields
- Utilising Hidden Fields
- Practice Exercise
- Practice Exercise Sample

Parameter Queries

- Creating a Parameter Query
- Displaying All Records
- Using Parameters to Display a Range
- Using Parameters in Expressions
- Practice Exercise
- Practice Exercise Sample

Calculations in Queries

- Creating a Calculated Field
- Formatting Calculated Fields
- Summarising Data Using a Query
- Changing the Grouping
- Calculating With Dates
- Using Criteria in Calculations
- Concatenating String Fields
- Practice Exercise
- Practice Exercise Sample

Aggregation Queries

- Creating an Aggregation Query
- Working With Aggregation Queries
- Multiple Aggregations

- Modifying Aggregation Headings
- Aggregating Calculated Fields
- Applying Criteria to Aggregates
- Understanding Nested Queries
- Creating an Assembly Query
- Creating the Nesting Query
- Practice Exercise
- Practice Exercise Sample

Action Queries

- Creating a Make Table Query
- Using a Make Table Query
- Understanding Expressions and Update Queries
- Preparing an Update Query
- Running an Update Query
- Updating Using Expressions
- Running an Expression-Based Update
- Creating a Delete Query
- Running a Delete Query
- Creating an Append Query
- Running an Append Query
- Turning Action Messages Off
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

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
- Practice Exercise
- Practice Exercise Sample

Modifying Forms

- Understanding Form Design and Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With a Control Stack
- Changing Control Widths
- Moving Controls on a Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding an Unbound Control
- Adding a Control Source
- Formatting a Control
- Checking the Current Tab Order
- Changing the Tab Order
- Inserting the Date Into the Form Header
- Practice Exercise
- Practice Exercise Sample

Using a Navigation Form

- Creating a Simple Navigation Form
- Creating a More Complex Navigation Form
- Creating the Navigation Form Page Tabs
- Creating Subsidiary Pages
- Assignment Adding Subsidiary Pages
- Editing Page Tab Names
- Applying a Theme
- Modifying Properties
- Automatically Starting the Navigation Form
- Practice Exercise
- Practice Exercise Sample





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Unit Mapping

This unit describes the skills and knowledge required to design and develop a database (including queries, forms and reports) to meet a defined need using existing data.

	Performance Criteria	Location
1	Design Databases	
1.1	Review organisational and task requirements to confirm scope and functionality of database design, including data redundancy	Chapter 2: Relational Database Design
1.2	Develop a logical data model to identify and classify data into types	Chapter 2: Relational Database Design
1.3	Select appropriate software according to organisational and task requirements and required scope and functionality of database	Chapter 1: Access 2013 Orientation
1.4	Confirm database design with appropriate person	Generally assumed throughout - can be tested through practice exercises and integration assignment
2	Develop database	
2.1	Set field attributes according to data type and link databases by a common field in accordance with software procedures	Chapter 3: Creating a Relational Database
2.2	Identify primary key to uniquely identify data	Chapter 3: Creating a Relational Database
2.3	Identify foreign keys to establish associations between data	Chapter 2: Relational Database Design, Chapter 3: Creating a Relational Database, Chapter 5: Setting Table Relationships
2.4	Use software functions and formulae to meet organisational and task requirements	Generally assumed throughout. Can be tested through practice exercises and integration assignment
2.5	Create password and access system according to organisational and task requirements	Chapter 21: Using a Navigation Form
3	Develop queries, forms and reports	
3.1	Develop queries as required by organisational and task requirements	Chapter 11: Creating Queries, BSB940-Chapter 8: Data Validation, Chapter 13: Multi Table Queries, Chapter 14: Parameter Queries, Chapter 15: Calculations in Queries, Chapter 16: Aggregation Queries, Chapter 17: Action Queries
3.2	Develop input screens or forms in order to access required data	Chapter 19: Creating and Using Forms, Chapter 20: Modifying Forms
3.3	Develop reports according to organisational and task requirements	Chapter 18: Creating and Using Reports
4	Test and finalise database	
4.1	Populate database with sample dataset for testing	Chapter 6: Adding Records to a Table, Chapter 7: Adding Transactional Records, Chapter 10: Importing and Exporting Records
4.2	Assess and document effectiveness of data relationships, queries, forms and reports	Chapter 8: Data Validation
4.3	Address any errors in database design	Generally assumed throughout. Can be tested through practise exercises and integration assignment
4.4	Name and store database in accordance with organisational requirements and exit the application without data loss or damage	Chapter 3: Creating a Relational Database
4.5	Confirm database readiness with appropriate person	Generally assumed throughout. Can be tested through practise exercises and integration assignment



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