



INFocus COURSEWARE

# BSBITU301 Create And Use Databases

Microsoft Access 2013



Product Code: INF1169

ISBN: 978-1-925349-59-7

## ❖ General Description

This publication has been mapped to the **BSBITU301 - Create And Use 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 2013**
- 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

BSBITU301 Create And Use 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

194 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](http://www.watsoniapublishing.com).



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



INFOCUS COURSEWARE

# BSBITU301 Create And Use Databases

Microsoft Access 2013



Product Code: INF1169

ISBN: 978-1-925349-59-7

*This information sheet was produced on Thursday, April 30, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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

### Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access 2013 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design
- Practice Exercise
- Practice Exercise Workspace

### 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
- Practice Exercise
- Practice Exercise Sample

### 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

### 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

### 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

### Formatting Tables

- Changing Column Widths
- Formatting Cells in a Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Unhiding Columns
- Practice Exercise
- Practice Exercise Sample

### Sorting and Filtering

- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates
- Practice Exercise
- Practice Exercise Workspace

### 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





# BSBITU301 Create And Use Databases

Microsoft Access 2013



INFOCUS COURSEWARE

Product Code: INF1169

ISBN: 978-1-925349-59-7

Problem Characters  
Querying With a Lookup Table  
Sorting Query Data Numerically  
Displaying NULL Values  
Querying for Uniqueness  
Practice Exercise  
Practice Exercise Sample

## Parameter Queries

Creating a Parameter Query  
Displaying All Records  
Using Parameters to Display a Range  
Using Parameters in Expressions  
Using Parameters With Wildcards  
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

## 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

## General Computer Operation

Setting Up an Ergonomic  
Workstation  
Breaks and Exercises  
Reducing Paper Wastage  
Environmentally Friendly Computing  
Backup Procedures  
Practice Exercise  
Practice Exercise Workspace



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



# BSBITU301 Create And Use Databases

Microsoft Access 2013



INFOCUS COURSEWARE

Product Code: INF1169

ISBN: 978-1-925298-37-6

## 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
<b>1</b>	<b>Create a simple database</b>	
1.1	Design a simple relational database, with at least two tables, 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	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 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
<b>2</b>	<b>Create reports and queries</b>	
2.1	Determine information output, database tables to be used and report layout to meet task requirements	Chapter 10: Creating Queries
2.2	Determine data groupings, search and sort criteria to meet 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	Chapter 15: Creating and Using Reports
<b>3</b>	<b>Use database</b>	
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 manuals, user documentation and online help to overcome problems with database design and production	Chapter 2: Designing a Lookup Database
3.3	Preview, adjust and print 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 person in a suitable format	Chapter 15: Creating and Using Reports

## Product Information



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)