INFOCUS COURSEWARE

BSBITU301 Create And Use Databases

Microsoft Access 2016

WATSONIA PUBLISHING

Product Code: INF1743 ISBN: 978-1-925526-18-9

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***
- 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 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

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Challenge Exercise
Challenge Exercise Workspace

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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	Design a simple 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
2	**Create reports and queries**	
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
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 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

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