



INFOCUS COURSEWARE

ICTICT210 Operate Database Applications

Microsoft Access 2016



Product Code: INF1772

ISBN: 978-1-925526-42-4

❖ General Description

The skills and knowledge acquired in ICTICT210 Operate Database Applications are sufficient to be able to operate database applications and create and develop simple relational databases using pre-existing data. It applies to individuals who provide administrative support working under direct supervision or with limited responsibility within a wide range of industry occupations.

❖ 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 simple database
- create a simple database
- 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 forms
- modify and adapt an existing form according to specific needs

❖ Prerequisites

ICTICT210 Operate Database Applications assumes some knowledge of Microsoft Access 2016, as well as a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

123 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 Wednesday, January 31, 2018 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
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

ICTICT210 Operate Database Applications

Microsoft Access 2016



WATSONIA PUBLISHING

Product Code: INF1772

ISBN: 978-1-925526-42-4

Contents

Getting to Know Access 2016

- Understanding Microsoft Access 2016
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2016 Screen
- Using the Ribbon
- Working With the Navigation Pane
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access 2016

Designing a Simple Database

- Understanding How Access Stores Data
- Understanding Access 2016 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design

Creating a Simple 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
- Adding Additional Records
- Importing From Microsoft Excel

Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Adding Additional 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 a 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
- Creating Additional Queries

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
- Modifying the Report Content
- 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

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



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
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

ICTICT210 Operate Database Applications

Microsoft Access 2016



WATSONIA PUBLISHING

Product Code: INF1772

ISBN: 978-1-925526-42-4

Unit Mapping

This unit describes the skills and knowledge required to operate database applications and create and develop simple relational databases using pre-existing data.

	Performance Criteria	Location
1	Create database	
1.1	Open a database application and design a two-table, simple relational database incorporating basic design principles	Chapter 2: Designing a Simple Database
1.2	Develop a table with fields and attributes according to database usage, as well as user requirements	Chapter 3: Creating a Simple Database
1.3	Create a primary key and establish an index for each table	Chapter 3: Creating a Simple Database, Chapter 4: Modifying Table Structures
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 Simple Database
1.6	Add and modify data in a table according to information requirements	Chapter 5: Adding Records to a Table, Chapter 6: Adding Transactional Records, Chapter 7: Working With Records
1.7	Add and delete records as required	Chapter 5: Adding Records to a Table, Chapter 6: Adding Transactional Records, Chapter 7: Working With Records
1.8	Save and close down database to storage area	Chapter 2: Designing a Simple Database, Chapter 3: Creating a Simple Database
2	Customise basic settings	
2.1	Adjust page layout to meet user requirements	Chapter 11: Creating and Using Reports
2.2	Open and view different toolbars	Chapter 2: Designing a Simple Database
2.3	Format font as appropriate for the purpose of the database entries	Chapter 8: Formatting Tables
3	Create reports	
3.1	Design reports to present data in a logical sequence	Chapter 11: Creating and Using Reports
3.2	Modify reports to include or exclude additional requirements	Chapter 11: Creating and Using Reports
3.3	Distribute reports to appropriate person in a suitable format	Chapter 11: Creating and Using Reports
4	Create forms	
4.1	Use a wizard to create a simple form	Chapter 12: Creating and Using Forms
4.2	Open existing database and modify records through a simple form	Chapter 12: Creating and Using Forms
4.3	Rearrange objects within the form to accommodate information requirements	Chapter 13: Modifying Forms
5	Retrieve information	
5.1	Access existing database and locate required records	Chapter 7: Working With Records, Chapter 9: Sorting and Filtering, Chapter 10: Creating Queries
5.2	Create simple query and retrieve required information	Chapter 10: Creating Queries
5.3	Develop query with multiple criteria and retrieve required information	Chapter 10: Creating Queries
5.4	Select data and display appropriately	Chapter 7: Working With Records, Chapter 9: Sorting and Filtering, Chapter 10: Creating Queries



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
www.watsoniapublishing.com

Product Information