



BSBITU301A Create and Use Databases

Microsoft Access 2010



INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF859

ISBN: 978-1-921721-86-1

❖ General Description

The skills and knowledge covered in this course are sufficient to create real-world database applications incorporating forms, queries, reports, and tables.

❖ 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
- 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 a variety of forms
- work comfortably and safely, be assured that you are a responsible environmental citizen, and effectively manage your files and folders

❖ Target Audience

This course is primarily designed for people who need to know how to use **Microsoft Access 2010** to create two-table relational databases with reports and queries, for the storage and retrieval of information. It is ideal for people who work in offices, for clubs or charities where there is a requirement to collect, storage and interpret data.

❖ Prerequisites

This course assumes no prior knowledge of **Microsoft Access** or creating databases. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

❖ Pages

222 pages

❖ Student Files

Many of the topics in this course 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 **INF859**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping,
- ✓ Complete and comprehensive learning resources,
- ✓ Work-related practice exercises designed to allow the student to develop and practice skills and knowledge and to work within designated timeframes,
- ✓ Comprehensive integrated assessment assignment.

❖ 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 - INF859**)



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Product Information



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❖ Additional Teaching Resources

A *Teacher Resource CD* is available for this workbook (sold separately) which includes a comprehensive test bank, solutions to all practice exercises and assessment activities, more detailed unit mapping documents, learning and assessment plans, additional assessment activities, and a teacher's handbook.

This information sheet was produced on Wednesday, February 16, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Contents

➤ Access 2010 Orientation

- ✓ Understanding Microsoft Access 2010
- ✓ Starting Access
- ✓ Understanding The Backstage View
- ✓ Opening An Existing Database File
- ✓ Understanding The Access 2010 Screen
- ✓ Working With The Navigation Pane
- ✓ Working With A Table
- ✓ Working With Other Database Objects
- ✓ Closing A Database File
- ✓ Exiting From Access 2010
- ✓ Practice Exercise

➤ Designing A Lookup Database

- ✓ Understanding How Access Stores Data
- ✓ Understanding Access 2010 Data Types
- ✓ Scoping Your New Database
- ✓ Identifying Table Problems
- ✓ Refining Table Structures
- ✓ Finalising The Design
- ✓ Practice Exercise

➤ 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

➤ 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

➤ 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 Records
- ✓ Importing From Microsoft Excel
- ✓ Practice Exercise

➤ Adding Transactional Records

- ✓ Typing Transactional Records
- ✓ Adding Transactional Records Using A Form
- ✓ Adding Transactional Records
- ✓ Adding Records Using A Subdatasheet
- ✓ Removing A Subdatasheet
- ✓ Inserting A Subdatasheet
- ✓ Practice Exercise

➤ 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

➤ Formatting Tables

- ✓ Changing Column Widths
- ✓ Formatting Cells In The Table
- ✓ Changing Fonts
- ✓ Moving Columns In A Table
- ✓ Freezing Columns In A Table
- ✓ Hiding Columns In A Table
- ✓ Unhiding Columns
- ✓ Practice Exercise

➤ Sorting And Filtering

- ✓ Simple Sorting
- ✓ Sorting On Several Fields
- ✓ Simple Filtering
- ✓ Working With Filters
- ✓ Filtering Between Dates
- ✓ Practice Exercise

➤ 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 Queries
- ✓ Practice Exercise



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➤ 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

➤ Parameter Queries

- ✓ Creating A Parameter Query
- ✓ Displaying All Records
- ✓ Using Parameters To Display A Range
- ✓ Using Parameters In Expressions
- ✓ Practice Exercise

➤ 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

➤ 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

➤ 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

➤ 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

➤ General Computer Operation

- ✓ Setting Up An Ergonomic Workstation
- ✓ Breaks And Exercises
- ✓ Reducing Paper Wastage
- ✓ Environmentally Friendly Computing
- ✓ Backup Procedures
- ✓ Practice Exercise

➤ Integrated Assignment

➤ Concluding Remarks



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