



BSBITA401A Design Databases

Microsoft Access 2010



WATSONIA PUBLISHING

INFOCUS COURSEWARE

Curriculum Series 3A

Order Code: INF860

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❖ General Description

The skills and knowledge covered in this book are sufficient to create complex 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 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 a variety of forms
- modify and adapt an existing form according to specific needs
- create a navigation form for a database in **Access 2010**

❖ Target Audience

This courseware applies to individuals employed in a range of work environments who create databases to store and retrieve data using commercially available database software. They may provide administrative support within an enterprise, or may be independently responsible for designing databases relevant to their own work roles.

❖ Prerequisites

This course assumes little or no knowledge of **Microsoft Access 2010**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

274 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 INF641L.

❖ 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 - INF860**)



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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 Tuesday, February 22, 2011 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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- ✓ Understanding The Backstage View
- ✓ Opening An Existing Database File
- ✓ Understanding The Access 2010 Screen
- ✓ Working With The Navigation Pane
- ✓ Working With A Table
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Product Information



➤ Creating Queries

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- ✓ Creating A Query Design
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