

Course Outline

Access

Access Level 1

Aimed at the novice user who needs to know the basics of good database design

Access Level 2

Aimed at the self taught or anyone who is familiar with the essentials of databases

Access Level 3

Aimed at anyone who wants to create complex databases

VBA for Access

Aimed at the Power User or anyone who wants to create complex & smart databases

Microsoft Access 2003 - Level 1

Essentials for Creating Databases

Introduction

The skills and knowledge covered in this course are sufficient to create robust relational database systems in Microsoft Access, enter, edit and delete data in database files, produce information in forms and reports, and generate queries on the data.

Outcomes

At the completion of this course, participants will be able to:

- Start and exit Access and know how Access works
- Understand some elementary database theory
- Design relational databases
- Create relational databases
- Set table relationships in a database
- Add records to a relational database
- Import data into an Access table from a variety of sources
- Work with records in a relational database

Course Details

Duration: 1 day
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

Nationally Accredited Training

As a Registered Training Organisation (RTO), Advanced Training offers this course as a part of its Certificate II in Information Technology (IT) - ICA20105. Contact one of our Learning Consultants with regards to Government Funding for this course OR about Recognition of Prior Learning (RPL) for this course.



(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Module 1: Access 2003 Orientation

- Starting Access 2003
- Opening An Existing Database
- The Access 2003 Database Screen
- The Database Window
- Working With Database Objects
- Using Menu Commands
- Using Keyboard Shortcuts
- Exiting From Access 2003

Ø Module 2: Database Theory

- Understanding Databases
- How Access Stores Data
- Spreadsheets Vs Databases

Ø Module 3: Database Design

- Designing A Relational Database
- Scoping The System
- Determining The Inputs
- Normalising A Table
- First Normal Form
- Second Normal Form
- Case Study
- Third Normal Form

Ø Module 4: Creating Relational Databases

- Creating A New Database File
- Access 2003 Data Types
- Creating A New Table
- Changing Field Properties
- Creating A Table From A Shortcut
- Creating A Table With Numbers And Currency
- Assignment - Creating Tables

Ø Module 5: Setting Table Relationships

- Understanding Table Relationships
- Accessing The Relationships Window
- Table Joins In The Alpheius Case Study
- Creating Table Joins

- Assignment - Creating Relational Joins
- Editing An Existing Relationship
- Printing Table Relationships

Ø Module 6: Adding Relational Records

- Adding Records In A Table
- Adding Records Using An AutoForm
- Assignment - Adding Records
- Data Entry Key Violations
- Data Integrity Violations

Ø Module 7: Importing Records

- Importing From A Spreadsheet
- Importing From A Text File
- Backing Up A Table
- Importing And Key Violations
- Deleting An Unwanted Table
- Data Integrity And Importing

Ø Module 8: Working With Records

- Navigating In A Table
- Editing A Record
- Deleting A Record
- Deleting Several Records
- Finding And Replacing
- Undoing An Error
- Compacting A Database
- Printing Records
- Assigning A Sub Datasheet
- Working With Sub Datasheets

Ø Module 9: Relational Queries

- Relational Queries - How They Work
- Queries For Viewing Data
- Creating A Query Design
- Selecting Fields For The Query Grid
- Different Views Of A Query
- Adding More Tables To A Query
- Modifying Fields In A Query
- Selecting Records Using A Query

- Running A Query From The Database Window

Ø Module 10: Relational Select Queries

- Creating AND Queries
- Clearing The Criteria From A Query
- Selecting Numeric Data
- Selecting Dates In A Query
- Creating OR Queries
- Using A Range Expression
- Selecting Opposite Values
- Using Wildcards
- Problem Selects

Ø Module 11: Creating Forms

- Forms - How They Work
- Creating A Single Table Form
- Working With A Form
- Creating A SubForm
- Creating A Linked Form

Ø Module 12: Creating Reports

- Reports - How They Work
- Creating A Single Table Report
- Previewing A Report
- Creating A Multi-Table Report
- Creating A Report From A Query

Ø Module 13: General Computer Usage

- The Help Task Pane
- Searching For General Help
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying and Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant
- Using What's This and Screen Tips
- Setting Up An Ergonomic Workstation
- Breaks And Exercises