

# 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 2007 - 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

Microsoft Access 2007 Level 1 is designed for people who need to know how to create effective databases and to manipulate data to provide viable information.

### Outcomes

At the completion of this course, participants will 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 2007
- 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
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use a variety of forms



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



Australian  
Government  
Endorsed  
Supplier  
Supporting  
Australian Business



Learning Solutions

### 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 - BSBADM305A Create and use databases

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



- **Access 2007 Orientation**
  - Understanding Microsoft Access 2007
  - Starting Access
  - Understanding The Getting Started Screen
  - Opening An Existing Database File
  - Understanding The Access 2007 Screen
  - Working With The Navigation Pane
  - Working With A Table
  - Working With Other Database Objects
  - Closing A Database File
  - Exiting From Access 2007
- **Designing A Lookup Database**
  - How Access Stores Data
  - Access 2007 Data Types
  - Scoping Your New Database
  - Identifying Table Problems
  - Refining Table Structures
  - Finalising The Design
- **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
- **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
  - Assignment – Adding Records
  - Importing From Microsoft Excel
- **Adding Transactional Records**
  - Typing Transactional Records
  - Transactional Records Using A Form
  - Assignment – Adding 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
- **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
  - Assignment – Creating 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
  - 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