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# Access 2007 – Advanced

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National Competency Standard (BSB07):  
BSBITU301A: Create and use databases



## Course Objectives

Upon completion of this course, attendees will be able to develop relatively complex database systems using Microsoft Access but without the use of programming.

## Pre-Requisites

Those attending this course should be competent in Microsoft Access to the equivalent of the Access Introductory / Intermediate course offered by NDA.

## Duration

1 Day.

## Course Outcomes

1. Understand basic program concepts and commands.
2. Use advanced queries including action queries.
3. Use advanced form techniques.
4. Use advanced reporting.
5. Use correct system design for distribution.
6. Apply Access security.
7. Understand complex table relationships.

## Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

## Course Content

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### Course Overview

- Objectives
- Software Versions
- Naming Conventions
- Methodology Used in the Exercises

### Advanced Table Design

- Field size
- Format
- Input mask
- Caption
- Default value
- Validation
- Required
- Allow Zero length
- Indexing

### Advanced Queries

- Grouping and Statistics
- Calculations
- Crosstab Queries
- Join Properties

- Action Queries
- Make Table Queries
- Update Queries
- Append
- Delete

### Advanced Forms and Reports

- Form Properties
- Forms-Based Notation
- Queries
- Forms and Where Conditions
- Reports and Where Conditions
- Sorting and Grouping in Reports

### Introduction to Programming

- What is Visual Basic?
- Where is VB Code Stored?

**Documentation**

- User Manual
- Screen Pictures
- Online Help
- System Manual

**Linking to External Data**

- Linking a Table
- Concepts
- Linked Table Manager
- Front-End/Back-End Systems

**Security**

- Database password
- ACCDE Files

**One-to-One Table Links**

- What is a One-to-One Relationship?
- Why create a One-to-One Relationship?
- How does it Work?

**Many-to-Many Relationships**

- How a Many-to-Many Link is Achieved
- Creating a Composite Key
- How it Works