
Access 2003 – Advanced

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

2 Days.

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.
8. Apply the principles of database design.

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

Course Overview

- 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

Replication

- When I replication an Appropriate Solution?
- How the Process Works

Security

- Database password
- Encryption
- MDE Files
- User Level Security
 - Workgroup Files
 - The Admin User
 - Users
 - Groups
 - The User-Level Security Wizard

One-to-One Table Links

- What is a One-to-One Relationship?
- Why create a One-to-One Relationship?
- How does it Work?
- Lab 9 One-to-One Relationships
- Summary

Many-to-Many Relationships

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

Advanced Database Design

- Design Strategy
 - Get all the Information you Need
 - Write Down all the Objects Involved
 - Define the Relationships between the Objects
 - Create Intersection Tables
 - List the Fields
 - Create Lookup Tables
 - Choose or Create Primary Keys
 - Map the Table Structure
 - Create the Tables
 - Input some Sample Data
 - Create some Experimental Queries
 - Modify the Model if Necessary