

Access - Basics

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



Objectives

Upon completion of this course, you will be able to work confidently with an existing Access database, including building custom queries, forms and reports.

Pre-Requisite Skills

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

One day.

Course Outcomes

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| <ol style="list-style-type: none">1. Understand fundamental database concepts and determine if Access is an appropriate tool for specific information processing tasks.2. Work with Access files3. Create basic tables | <ol style="list-style-type: none">4. Create basic data entry forms5. Design and use select queries6. Design and build simple reports7. Build macros8. Import and Export data |
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Course Content

Course Overview

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

Database Concepts

- Definitions
 - Database
 - Table
 - Field
 - Record
 - Primary Key
 - Relationship
 - Query
 - Form
 - Report
 - Macro

File Management

- Opening an Existing Database
- Closing a Database
- Creating a New Database
- Saving a Database

Basic Tables

- Table Views
- Data Types
- Primary Keys
- Table and Field Names
- Creating a New Table

Basic Forms

- Creating a New Form
 - Design View
 - Autoforms

Wizards

- Form Layouts
 - Columnar Layout
 - Tabular Layout
 - Datasheet Layout

Basic Select Queries

- Select Queries
- Criteria used in Queries
 - Equality
 - Inequality < >
 - Greater than >
 - Less than <
 - Greater than or Equal to > =
 - Less than or Equal to < =
 - Between ... And ...
 - Like
 - Is Null
 - Not

- Using Multiple Criteria
- Parameter Queries

Reports

- Creating Simple Reports
 - Autoreport:Tabular
 - Autoreport:Columnar
 - Report Wizard
 - Label Wizard
 - Chart Wizard

Macros

- The Macro Designer

Importing and Exporting

- Moving objects between Access databases
- Importing data

Excel Spreadsheet
Text File

- Exporting a table
 - Excel Spreadsheet
 - Text file

Revision

- Review Exercises