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# Access – Introductory / Intermediate

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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 and design and build a simple database consisting of a small number of tables following sound principles of relational design.

## 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

Two days.

## Course Outcomes

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| <ol style="list-style-type: none"><li>1. Understand fundamental database concepts and determine if Access is an appropriate tool for specific information processing tasks</li><li>2. Work with Access files</li><li>3. Create basic tables</li><li>4. Create basic data entry forms</li><li>5. Design and use select queries</li><li>6. Design and build simple reports</li><li>7. Build macros</li></ol> | <ol style="list-style-type: none"><li>8. Import and export data</li><li>9. Understand table relationships</li><li>10. Understand the general principles of normalisation</li><li>11. Build, link and use lookup tables</li><li>12. Work with multiple data sources</li><li>13. Design forms and reports</li><li>14. Create a navigation form</li><li>15. Backup and maintain a database</li></ol> |
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## 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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### DAY 1

#### 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

**DAY 2**

**Table Relationships**

- Relational Database Fundamentals
- Linking Two Tables  
Types of Relationship  
Referential Integrity

**Normalisation**

- The Purpose of Normalisation  
Redundancy  
Inconsistent Dependency
- Third Normal Form

**Lookup Tables**

- Plan the Lookup Tables
- Create the Lookup Table
- Link the Lookup Table to the Data Table
- Set the Lookup Properties in the Data Table

**Multiple Data Sources**

- Forms and Subforms
- Queries based on multiple tables
- Reports based on multiple tables

**Form and Report Design**

- Form Sections and Properties
- Report Sections and Properties

**Navigation Forms**

- Creating Macros which Open the Objects
- Creating a Form to Store Buttons
- Creating Buttons to Launch Macros
- Creating an Autoexec Macro to Start a Navigation Form

**Database Maintenance**

- Backing up a Database  
Backup Methods  
Backup Frequency  
Other Factors
- Compact and Repair

**Revision**

- Review Exercises