

# Microsoft Access

## Introduction

BSBITU301 - Create and use databases  
Nationally Endorsed Industry Competency

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

### GENERAL INFORMATION

#### Duration

3 half days

#### Cost

\$495 *GST-Exempt*  
includes \$45 comprehensive  
training reference manual

#### Prerequisite

Experience with Microsoft  
Windows and use of a mouse.

#### Objectives

To provide a thorough  
understanding of the  
comprehensive concepts and  
skills that will enable the  
participant to effectively use  
Microsoft Access.

#### Methodology

Group and individual instruction,  
hands on practical exercises,  
visual aids, comprehensive course  
documentation.

#### Competency Assessment

This will be issued to trainees  
upon completion of training  
session.

#### Expected Outcome

By the end of the course the  
participant should be able to use  
the following functions and  
features of Microsoft Access.

### COURSE CONTENT

#### Getting Started with Access

- Starting Access
- Access Environment
- Opening Databases
- Database Window
- Working with Database Objects
- Working with Menus
- Closing a Database
- Exiting from Access

#### Database Scenario

- Database Theory and Design
- Overview of Databases
- How Access Stores Data
- Spreadsheets verses Databases
- Database Objects in Tables
- Designing a Relational  
Database
- Normalisation of Tables

#### Creating the Database

- Creating a New Database File
- Creating Tables
- Changing Field Properties
- Assigning a Primary Key
- Saving the Table
- Using the Lookup Wizard Data  
Type
- More on Field Properties

#### Creating Relationships

- Relationship Overview
- Creating Relationships
- Editing Relationships
- Cascade Update and Cascade  
Delete
- Printing Relationships

### Working with Records

- Entering Records
- Working with Records
- Deleting Records
- Importing Data
- Data Violations and Integrity
- Compacting a Database
- Enforcing Referential Integrity

### Creating Forms

- Creating a Form using the  
Wizard
- Creating Forms with SubForms

### Creating Queries

- Querying Overview
- Creating Queries using a  
Wizard
- Understanding the Query  
Design Window
- Designing Single Table Queries
- Sorting Data
- Creating Select Queries
- Designing Multiple Table  
Queries

### Creating Reports

- Reporting Overview
- Previewing and Printing a  
Report
- Creating Other Reports



For bookings contact us on:

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