

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

\$550 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.



For bookings contact:

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RTO # 6893

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

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