

Access Level 1 Online Module

Detailed Content

Key Concepts

Understand what a database is.
Understand the difference between data and information.
Understand how a database is organized in terms of tables, records and fields
Know some of the common uses of large-scale databases like: airline booking systems, government records, bank account records, hospital patient details.

Database Organization

Understand that each table in a database should contain data related to a single subject type.
Understand that each field in a table should contain only one element of data.
Understand that field content is associated with an appropriate data type like: text, number, date/time, yes/no.
Understand that fields have associated field properties like: field size, format, default value.
Understand what a primary key is.
Understand what an index is.
Understand how it allows for faster data access.

Relationships

Understand that the main purpose of relating tables in a database is to minimize duplication of data.
Understand that a relationship is built by matching a unique field in one table with a field in another table.
Understand the importance of maintaining the integrity of relationships between tables.

Operation

Know that professional databases are designed and created by database specialists.
Know that data entry, data maintenance and information retrieval are carried out by users.
Know that a database administrator provides access to specific data for appropriate users.
Know that the database administrator is responsible for recovery of a database after a crash or major error.

Working with Databases

Open, close a database application.
Open, close a database. Create a new database and save to a location on a drive.
Display, hide built-in toolbars.
Restore, minimize the ribbon.
Use available Help functions.

Common Tasks

Open, save and close a table, query, form, report.
Switch between view modes in a table, query, form, report.
Delete a table, query, form, report.
Navigate between records in a table, query, and form.
Sort records in a table, form, query output in ascending, descending numeric, alphabetic order.

Records

Add, delete records in a table.
Add, modify, and delete data in a record.

Design

Create and name a table and specify fields with their data types like: text, number, date/time, yes/no.
Apply field property settings: field size, number format, date/time format, default value.
Create a validation rule for number, date/time, and currency.
Understand consequences of changing data types, field properties in a table.
Set a field as a primary key. Index a field (with, without duplicates allowed).
Add a field to an existing table.
Change width of columns in a table.

Main Operations

Use the search command for a specific word, number, and date in a field.
Apply a filter to a table, form.
Remove the application of a filter from a table, form.

Queries

Understand that a query is used to extract and analyse data.
Create a named single table query using specific search criteria.
Create a named two-table query using specific search criteria.
Add criteria to a query using one or more of the following operators:
= (Equal),
<> (Not equal to)
< (Less than)
<= (Less than or equal to)
> (Greater than)
>= (Greater than or equal to)
Add criteria to a query using one or more of the following logical operators: AND, OR, NOT.
Use a wildcard in a query, * or %, ? or ____.
Edit a query: add, modify, and remove criteria.
Edit a query: add, remove, move, hide, and unhide fields.

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Run a query.

Forms

Understand that a form is used to display and maintain records.
Create and name a form.
Use a form to insert new records.
Use a form to delete records.
Use a form to add, modify, delete data in a record
Add, modify text in headers, footers in a form.

Reports, Data Export

Understand that a report is used to print selected information from a table or query.

Create and name a report based on a table, query.

Change arrangement of data fields and headings within a report layout.

Present specific fields in a grouped report by sum, minimum, maximum, average, count, at appropriate break points.

Add, modify text in headers, footers in a report.

Export a table, query output in spreadsheet, text (.txt, .csv), XML format to a location on a drive.

Printing

Change the orientation (portrait, landscape) of a table, form, query output, report.

Change paper size. Print a page, selected record(s), and complete table.

Print all records using form layout, specific pages using form layout.

Print the result of a query.

Print specific page(s) in a report, print complete report