

[AVWSQ-ACS13Basic]: WSQ ICDL® Microsoft Access 2013 Basic

Length	: 2 Days
Level	: Clerical/Supervisory
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

Course Overview

A basic course preparing participants to perform database functions.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

At Course Completion

Participants will have the knowledge and application skills in using a database application. The skills include understanding fundamental database concepts, designing database; and using basic functions within a database.

Pre-Requisites

Participants already with database basic proficiency

Course Outline

Section 1: Database Concepts

Lessons

- Concepts of databases
 - What is a database
 - Common uses of large-scale databases
 - Roles and responsibilities of database users
 - Components of a database
- Designing and planning relational database
 - Reasons for designing and planning database
 - Determine the fields needed for a database
 - Group the fields into tables
 - Determine table relationship
- Getting started with access 2013
 - Starting access
- Exploring Microsoft access 2013 window
 - The ribbon

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- Quick access toolbar
 - Help Button
- Message Bar
- The Navigation Pane
- Status Bar
- Record Navigation Bar
- Record Search Box
- Database Design Window
- Managing databases and objects
 - Working with objects
 - Printing an object
 - Exercise 1.1
 - Exercise 1.2
 - Exercise 1.3
 - Exercise 1.4

Section 2: Working with Tables

Lessons

- Manage a table
 - Understanding data type
 - Working with tables
 - Primary keys
- Field properties
 - Field size property
 - Number and date format properties
 - Text format properties
 - Default value property
 - Validation rule properties
 - Indexed property
 - Exercise 2

Section 3: Managing Data

Lessons

- Editing records
 - Navigating within tables
 - Using find and replace tool
- Modifying table appearance
 - Resizing fields and rows
 - Hiding fields
- Sorting and filtering
 - Sorting records
 - Filtering records
 - Exercise 3

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Section 4: Table Relationships

Lessons

- Understanding table relationships
- Types of table relationships
 - A one-to-many relationship
 - A many-to-many relationship
 - A one-to-one relationship
- Principles of referential integrity
 - Define relationships between tables
 - Updating and deleting records
 - Exercise 4.1
 - Exercise 4.2

Section 5: Queries

Lessons

- What are queries
- Creating and saving queries
 - Single table query
 - Multi table query
- Editing a query
 - Adding fields
 - Removing fields
 - Moving fields
 - Hiding fields
 - Sorting query results
- Query criteria
 - Criteria for number and currency fields
 - Criteria for text fields
 - Criteria for date and time fields
- Exporting query results
- Printing query results
- Exercise 5

Section 6: Forms

Lessons

- Creating and designing forms
 - Create a form
- Editing a form
 - Editing a form in design view
 - Viewing a form in layout view
- Working with forms
 - Opening form in a form view
 - Entering and modifying data
 - Sort and filter records using form
 - Exercise 6

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Section 7: Reports

Lessons

- Introduction to report
 - Parts of a report
- Creating reports
 - Auto report tool
 - The report wizard tool
 - Blank report tool
 - Report design tool
 - Creating grouped report
- Modifying report design
 - Add and modify text in header and footer of the report
 - Perform calculations in reports
 - Deleting a report
 - Exercise 7

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