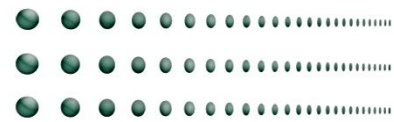




RT0 provider code: 60034

Business Skills  
IT Solutions  
Qualifications



## Access Advanced

National Competency Standard (ICT):

[BSBITA401 Design databases](#)

[ICTDBS412 Build a database](#)

### Course Objectives

Upon completion of this course, attendees will be able to develop relatively complex database systems using Microsoft Access but without the use of programming.

### Pre-Requisites

Those attending this course should be competent in Microsoft Access to the equivalent of the Access Introductory / Intermediate course offered by NDA.

### Duration

1 day.

### Course Outcomes

1. Understand basic program concepts and commands.
2. Use advanced queries including action queries.
3. Use advanced form techniques.
4. Use advanced reporting.
5. Use correct system design for distribution.
6. Apply Access security.
7. Understand complex table relationships.

### 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(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

# Access Advanced

## Course Content

### Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Naming Conventions
- Methodology Used in the Exercises

### Advanced Table Design

- General Properties Sheet for a Text Field
- Field size
- Format
- Input mask
- Caption
- Default value
- Validation
- Required
- Allow Zero length
- Indexing

### Advanced Queries

- Grouping and Statistics
- Calculations
- Crosstab Queries
- Join Properties
- Action Queries

### Advanced Forms and Reports

- Form Properties
- Forms-Based Notation
- Queries
- Forms and Where Conditions
- Reports and Where Conditions
- Sorting and Grouping in Reports

### Introduction to Programming

- What is Visual Basic?
- Where is VB Code Stored?

### Documentation

- User Manual
- Online Help
- System Manual

### Linking to External Data

- Linking a Table
- Front-End/Back-End Systems

### Security

- Database Password
- ACCDE Files
- User Level Security
- The New Security Model

### One-to-One Table Links

- What is a One-to-One Relationship?
- Why create a One-to-One Relationship?
- How does it Work?

### Many-to-Many Relationships

- How a Many-to-Many Link is Achieved
- Creating a Composite Key
- How it Works