

ECDL Module 5

Course Outline

Syllabus Version 4

1) USING THE APPLICATION

DATABASE CONCEPTS

- What is data?
- What is a database?
- What is a relational database?
- What is a table?
- What is a record?
- What is a field?
- What is meant by 'Field data types'?
- What is meant by 'Field properties'?
- What is a primary key?
- What is an index?
- Why relate tables?
- Design and document your database!
- Questions to ask yourself
- Define your needs
- Basic design rules

FIRST STEPS WITH DATABASES

- To start Access
- To close Microsoft Access
- To open a database
- To create a new database
- To save a database
- To save a database file to a diskette
- What is the Microsoft Office Assistant?
- To display the Microsoft Office Assistant
- To hide the Microsoft Office Assistant
- To disable the Microsoft Office Assistant
- The Help drop down menu
- Help Menu Microsoft Access Help command
- Help Menu Microsoft Office Online
- Help Menu – Activate Product
- Help Menu Detect and Repair
- Help Menu About Microsoft Access
- To close a database

ADJUST SETTINGS

- To switch between views when using tables, forms or reports
- To switch between Design and Datasheet View
- To display or hide a toolbar (using the View menu)
- To display or hide a toolbar by right-clicking

2) TABLES

MAIN OPERATIONS

- To create a table and specify field data types.
- To add records to a table.
- To delete records within a table

- To add a field to an existing table.
- To add data to a record
- To modify data within a record
- To delete data within a record
- To use the Undo command
- To navigate through a table to edit records
- To move to a field using the mouse
- To move through the table using the keyboard
- To move from record to record using the scroll bar and mouse
- To move to a specific record using the Edit menu
- To move to a specific record using the keyboard
- To delete a table
- To save a table
- To close a table

DEFINE KEYS

- To define a primary key (automatically when creating a table)
- To define a primary key (manually after a table has been created)
- Modifying the way a field is indexed

TABLE DESIGN/LAYOUT

- To change field format attributes.
- Make sure that your field size attributes are long enough!
- To create a validation rule for a number
- To create a validation rule for text
- To create a validation rule for a date or time
- To create a validation rule for currency
- To change the width of a column
- To move a column(s)

TABLE RELATIONSHIPS

- To create a relationship between tables
- To delete a relationship between tables
- To enforce referential integrity

3) FORMS

WORKING WITH FORMS

- To open a form
- To create a form using the AutoForm Wizard
- The Form Wizard
- To create a form using Form Wizard
- To enter data into a form
- To modify data using a form
- To delete records using a form
- To navigate through a form
- To add text into headers or footers within a form
- To modify the header or footer text within a form
- To delete a form
- To save a form

- To close a form

4) RETRIEVE INFORMATION

MAIN OPERATIONS

- To begin a search
- To search using wildcard characters
- To find a specific value
- To find another occurrence of the same value after you have closed the dialog box
- What is a filter?
- To filter records in a table datasheet by selection
- To filter records in a table datasheet by form
- To apply the filter
- To remove the filter

QUERIES

- What are queries?
- To create a query using the Simple Query Wizard
- To select fields which you wish to add to your simple query
- Create and name a two-table query with specified criteria
- To create a query without the wizard
- To use the query grid
- To run a query
- Logical operators in criteria
- To search using wildcard characters
- Specifying more complex criteria
- Combining criteria
- To add criteria to a query
- To remove criteria from a query
- To add a field to a query
- To remove a field from a query
- To move a field in a query
- To hide a field in a query
- To show a field in a query
- To run a query
- To delete a query
- To save a query
- To close a query

SORT RECORDS

- Sorting records
- To sort records in a table datasheet
- To sort records in a form or query

5) REPORTS

WORKING WITH REPORTS

- Introduction to reports
- To create a columnar report using AutoReport Wizard
- To create a tabular report using AutoReport Wizard
- To create a report using Report Wizard
- To select which fields to add to a report
- To add grouping levels to a report
- To sort records within a report
- To determine the layout of a report
- To determine the style of a report
- To name a report
- To alter the position of fields and headings in a report
- To group information in a report
- To calculate statistics for groups in a report
- To add text to a report header or footer
- To modify text within a report header or footer
- To delete a report
- To save a report
- To close a report

6) PREPARE OUTPUTS

PREPARE TO PRINT

- To preview a table, form or report, prior to printing
- To change a reports orientation

PRINT OPTIONS

- To set what you want to print
- To print a query
- To print a table, query or report to a file