

Access Level 1 – Basic

What Can You Expect?

Access Level 1 was developed to ease you into Access and give you the foundational skills required to start designing and/or working with your own database.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

2 Day Course Content

Overview of Access

- What is a Database?
- What is Access?
- Understand Database Structure

Getting Started

- Start Access
- Understand the Access Interface
- Open an Existing Database
- Enable Macro Content
- Manage Objects in the Navigation Pane
- Switch between Views
- Close a Database
- Exit Access

Introduction to Tables

- External Data
- Data Types and Properties
- Add Records in Datasheet View
- Apply Rich Text Formatting to a Memo Field
- Enter Data Using a List
- Delete Data from a Field
- Delete a Record
- Add a New Table to an Existing Database
- Import or Link to Create a Table
- Add a Field by Entering Data
- Save a Table
- Close a Table
- Delete a Table

Modify Table Design

- Display a Table in Design View
- Change Data Types in Design View
- Set the Field Size Property
- Change the Format Property
- Move a Field in Design View
- Create a New Field in Design View
- Delete a Field in Design View

Sort Records on Text, Numbers or Dates

- Sort Records in Datasheet View
- Remove a Sort Order
- Save a Sort Order with a Table

Locate Records in a Database

- Browse through all Records
- Search for a Record
- Filter to Display Specific Records

Display Column Totals in a Datasheet

- Sum Values using the Total Row
- Add a Totals Row
- Remove a Totals Row
- Copy a Total Row to another File
- Count the Number of Values in a Column

Create a Simple Report by Formatting a Datasheet

- Resize Columns and Rows
- Move a Column
- Rename a Column
- Show or Hide Columns
- Change the Gridlines Style and Background Colour
- Change the Text Format
- Save Layout Changes

Print Access Data

- Print Data without Changing Settings
- Preview before Printing



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Access Level 2 – Intermediate

What Can You Expect?

Whether you are new to Access or you have worked with it before, this course is designed for individuals whose job responsibilities include creating new databases, tables, as well as working with and revising intermediate-level queries, forms and reports.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

Unit Standard Alignment

SAQA ID: 117972

NQF Level: 4

Credits: 6

US Title: Use a database application to solve a given problem.

2 Day Course Content

An Overview of Access

- Start Access & Understand the Interface
- Create a New Database using a Template
- Create a New Database
- Open and Close an Existing Database
- Understand the purpose of Access Objects

Creating Tables

- Basic Tables Using the Wizard
- Basic Forms Using AutoForms
- Tables by Entering Data
- Tables in Design View
- Tables by Importing Excel Spreadsheets
- Tables by Importing Text Files
- Add Primary Keys
- Understand Indexing

Working with Tables

- Enter and Edit Records in a Table
- Add, Remove and Move Fields in a Table
- Understand Field Data Types
- Understand the Lookup Wizard
- Choose Appropriate Data Types
- Customise Table Datasheet View
- Modify Table Properties in Design View
- Sort & Filter Records in Tables
- Use Find and Replace
- Import & Export Tables

Table Relationships

- Use the Lookup Wizard
- Create a One to Many Relationship

Forms

- Create Forms using Wizard and AutoForms
- Create Chart Forms
- Create PivotTable Forms
- Enter and Edit Records in a Form
- Add, Size and Move Fields in a Form
- Format and Align Form Fields
- Modify Field Properties in a Form
- Print Preview and Print Forms

Queries

- Create Queries using Wizard
- Create Query in Design View
- Create Query to find Duplicate Records
- Create CrossTab Query
- Add, Arrange and Hide Fields
- Sort Data, Add Criteria
- Create Calculated Fields
- Save & work with Queries

Reports

- Create Reports using Wizard
- Create Reports using Auto Reports
- Create Mailing Labels
- Create Chart Reports
- Add, Size and Move Fields in a Report
- Format and Align Report Fields
- Modify Field Properties in a Report
- Print Preview and Print Reports



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Access – Level 3 Advanced

What Can You Expect?

This course is for individuals whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

What Is Required from You?

To ensure success in this course, knowledge of intermediate features of Access tables, relationships, queries, forms, and reports is recommended. Learners should be competent in SAQA US ID: 117927 – Use a database application to solve a given problem, or have the equivalent knowledge.

Unit Standard Alignment

SAQA ID: 258881

NQF Level: 4

Credits: 5

US Title: Design complex tables and queries using a database to solve a given problem.

2 Day Course Content

Relationships

- Create Primary Keys
- Establish Multiple Field Primary Keys
- Understand Table Relationships
- Create One to One Relationships
- Create One to Many Relationships
- Create Many to Many Relationships
- Enforce Referential Integrity
- Edit and Delete Relationships
- Manage the Relationship Window
- Explore Benefits of Relationships

Advanced Queries

- Use Unmatched Queries to Solve Integrity Conflicts
- Create Joins in Queries
- Create Parameter Queries
- Use Advanced Functions in Queries:
 - Concatenation
 - If Statements
 - Text Functions
 - Date Functions
 - Simple SQL Syntax
- Create, Implement and Edit Action Queries:
 - Make Table Query
 - Update Query
 - Append Query
 - Delete Query

Advanced Forms

- Create Forms with SubForms
- Insert and Edit Controls on Forms
- Modify Form Properties
- Create Calculate Field in Forms
- Apply Form AutoFormats

Advanced Reports

- Create Reports using Parameter Queries
- Modify Report Properties
- Create Grand Totals and Calculated Field
- Print Preview and Print Reports

Other

- Create, Run and Edit Macros
- Use the Autoexec Macro
- Create, Edit and Implement a Switchboard
- Customise the Quick Access Toolbar
- Define Start Up Options
- Compact and Repair a Database
- Understand and Explore Database Replication

