

ECDL Database with MS Access 2000 Module 5 A Two Day Course

Course Aims:

This course is designed to prepare students for the ECDL module 5 examination. The course will allow students to create, update and manage basic databases using Microsoft Access 2000. The course closely follows ECDL syllabus version 3.0, but can also be used in conjunction with the earlier syllabus, version 1.5.

This courseware is approved by the ECDL Foundation for use with syllabus version 3.0.

Course Outline:

What is a Database?

- Database Terms; Designing an Access Database
- Year 2000 Best Practice

Getting Started with Access 2000

- Starting Access 2000; Access 2000 Opening Screen
- Creating a New Database; Opening Screen
- The Title Bar; The Menu Bar; Toolbars; Status Bar
- Menus and Submenus; SpeedKeys; Database Window
- Scroll Bars; Status Bar; Exiting Access
- Getting Assistance with Access 2000

Adding and Editing Records

- Opening a Database; Datasheet View
- Adding a Record; Saving Changes to Records
- Undoing Changes; Closing a Table
- Moving Around the Datasheet
- Changing the Width of Columns
- Finding a Record; Modifying and Deleting Records

Designing and Creating Tables

- Table Design Hints and Tips; Data Types
- Creating a Table; The Primary Key; Saving a Table
- Switching Between Views; Working with Windows
- Field Properties; Field Size Property
- Format and Input Mask Properties; Caption Property
- Default Value Property; Required Property
- Allow Zero Length Property; Indexed Property
- Modifying Tables and Fields

Sorting and Filtering Data Forms

- What is a Form?; Using AutoForm to Create a Form
- Using the Form Wizard to Design a Form
- Entering Data Using a Form

Queries

- What is a Query?
- Creating a Query
- Modifying a Query; Criteria
- Simple Calculated Fields; Summary Queries

Reports

- Printing from Datasheet View
- AutoReport
- Designing a Report Using Report Wizards
- Creating Reports from Tables or Queries?

Customising Forms and Reports

- Form/Report Design Worksurface
- Form Sections
- Resizing Form Sections
- Form Controls
- Form Control Layout
- The Properties Sheet
- Sections and Controls in Reports
- Graphics Controls

Target Audience:

New, recent or intending users of Microsoft Access 2000 who have little or no existing database knowledge.

Assumed Knowledge:

A working knowledge of PCs and Windows is assumed, gained from the workplace or by prior attendance on a "Using the Computer and Managing Files" course.