

## Monash LearningFast - ICT Skills Benchmark™

<b>Competency 8: Databases/Filing Systems (Access XP)</b>	
Databases/filing systems assist in the organisation of large volumes of data to allow fast and flexible access to the data.	
<b>Learning Activities (37)</b>	<b>Completion Time (4.5hrs)</b>
<b>Introducing Access XP</b>	
Introduction to databases	
What is a database	5.5min
Types of databases	5min
Planning a database	4.5min
Overview of Access	
Opening and Closing Access	5min
Startup Options	8min
<b>Access Basics</b>	
Opening files	
Starting a new database	13min
Opening an existing database	4.5min
Understanding Access	
Introducing Database Objects	6.5min
Database objects views	5min
Grouping Database objects	8.5min
Obtaining Help	
The Office Assistant	9min
<b>Creating and working with Tables</b>	
Creating a database	
Creating a table	11min
Saving a Table	3.5min
The primary key	3.5min
Datasheet View	6min
Closing and Deleting a Table	4min
Opening an existing table	9.5min
Manipulating Data in the Table	
Finding Records in Datasheet View	10min
Wildcards	8min
Replacing Records in Datasheet View	8min
<b>Modifying Tables</b>	
Formatting the table	
Adjusting Column Width and Row Height	10.5min
Adding, Renaming and Deleting Columns	10.5min
Adding data and defining database options	
Adding and saving records in tables	7.5min
Defining Relationships	7.5min
Creating Field Indexes	12min
Using Spelling and AutoCorrect in Datasheet View	10.5min
<b>Working with Queries</b>	
The basics of queries	
Overview of queries	5min
Creating a Select Query	7.5min
Switching Views in the Query Window	7.5min
Manipulating data with queries	
Query Sorting and Criteria	8min
Saving, Closing and Deleting Queries	6.5min
Opening an Existing Query	5min
Hiding and Ordering Query Fields	5.5min
<b>Working With Forms and Reports</b>	
Using Forms	
Creating a Form Using the Form Wizard	8.5min
Switching Form Views	5min
Using Reports	
Creating a Report Using the Report Wizard	14min
Moving Around a Report	8.5min