

## LearningFast - ICT Skills Benchmark™

<b>Competency 8: Databases/Filing Systems (Access XP / 2003)</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>Introducing Access XP / 2003</b>
Introduction to databases
What is a database
Types of databases
Planning a database
Overview of Access
Opening and Closing Access
Startup Options
<b>Access Basics</b>
Opening files
Starting a new database
Opening an existing database
Understanding Access
Introducing Database Objects
Database objects views
Grouping Database objects
Obtaining Help
The Office Assistant
<b>Creating and working with Tables</b>
Creating a database
Creating a table
Saving a Table
The primary key
Datasheet View
Closing and Deleting a Table
Opening an existing table
Manipulating Data in the Table
Finding Records in Datasheet View
Wildcards
Replacing Records in Datasheet View
<b>Modifying Tables</b>
Formatting the table
Adjusting Column Width and Row Height
Adding, Renaming and Deleting Columns
Adding data and defining database options
Adding and saving records in tables
Defining Relationships
Creating Field Indexes
Using Spelling and AutoCorrect in Datasheet View
<b>Working with Queries</b>
The basics of queries
Overview of queries
Creating a Select Query
Switching Views in the Query Window
Manipulating data with queries
Query Sorting and Criteria
Saving, Closing and Deleting Queries
Opening an Existing Query
Hiding and Ordering Query Fields
<b>Working With Forms and Reports</b>
Using Forms
Creating a Form Using the Form Wizard
Switching Form Views
Using Reports
Creating a Report Using the Report Wizard
Moving Around a Report