Contents

Key Concepts
- Understand what a database is.
- Understand the difference between data and information.
- Understand how a database is organized in terms of tables, records and fields.
- Know some of the common uses of large-scale databases like: airline booking systems, government records, bank account records, hospital patient details.

Database Organization
- Understand that each table in a database should contain data related to a single subject type.
- Understand that each field in a table should contain only one element of data.
- Understand that field content is associated with an appropriate data type like: text, number, date/time, yes/no.
- Understand that fields have associated field properties like: field size, format, default value.
- Understand what a primary key is.
- Understand what an index is.
- Understand how it allows for faster data access.

Relationships
- Understand that the main purpose of relating tables in a database is to minimize duplication of data.
- Understand that a relationship is built by matching a unique field in one table with a field in another table.
- Understand the importance of maintaining the integrity of relationships between tables.

Operation
- Know that professional databases are designed and created by database specialists.
- Know that data entry, data maintenance and information retrieval are carried out by users.
- Know that a database administrator provides access to specific data for appropriate users.
- Know that the database administrator is responsible for recovery of a database after a crash or major errors.

Access Level 1 Online

Working with Databases
- Open, close a database application.
- Open, close a database.
- Create a new database and save to a location on a drive.
- Display, hide built-in toolbars.
- Restore, minimize the ribbon.
- Use available Help functions.

Common Tasks
- Open, save and close a table, query, form, report.
- Switch between view modes in a table, query, form, report.
- Delete a table, query, form, report.
- Navigate between records in a table, query, and form.
- Sort records in a table, form, query output in ascending, descending numeric, alphabetic order.

Records
- Add, delete records in a table.
- Add, modify, and delete data in a record.

Design
- Create and name a table and specify fields with their data types like: text, number, date/time, yes/no.
- Apply field property settings: field size, number format, date/time format, default value.
- Create a validation rule for number, date/time, and currency.
- Understand consequences of changing data types, field properties in a table.

Records
- Set a field as a primary key.
- Index a field (with, without duplicates allowed).
- Add a field to an existing table.
- Change width of columns in a table.

Main Operations
- Use the search command for a specific word, number, and date in a field.
- Apply a filter to a table, form.
- Remove the application of a filter from a table, form.

Queries
- Understand that a query is used to extract and analyse data.
- Create a named single table query using specific search criteria.
- Create a named two-table query using specific search criteria.
- Add criteria to a query using one or more of the following operators: = (Equal), <> (Not equal to), < (Less than), <= (Less than or equal to), > (Greater than), >= (Greater than or equal to).
- Add criteria to a query using one or more of the following logical operators: AND, OR, NOT.
- Use a wildcard in a query, * or %, ? or __.
- Edit a query: add, modify, and remove criteria.
- Edit a query: add, remove, move, hide, and unhide fields.
- Run a query.

Forms
- Understand that a form is used to display and maintain records.
- Create and name a form.
- Use a form to insert new records.
- Use a form to delete records.
- Use a form to add, modify, delete data in a record.
Access Level 1 Online

Add, modify text in headers, footers in a form.

Reports, Data Export
Understand that a report is used to print selected information from a table or query.
Create and name a report based on a table, query.
Change arrangement of data fields and headings within a report layout.
Present specific fields in a grouped report by sum, minimum, maximum, average, count, at appropriate break points.
Add, modify text in headers, footers in a report.
Export a table, query output in spreadsheet, text (.txt, .csv), XML format to a location on a drive.

Printing
Change the orientation (portrait, landscape) of a table, form, query output, report.
Change paper size.
Print a page, selected record(s), and complete table.
Print all records using form layout, specific pages using form layout.
Print the result of a query.
Print specific page(s) in a report, print complete report.