

Easy Steps



Unit 2787 (v7)

**Create and use a computer database to
provide a solution for organisation use
*with***

Microsoft Access 2010

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

A Cheryl Price Publication

Unit Standard 2787 (Version 7)

Create and use a computer database to provide a solution for organisation use - Access 2010

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 2787 - GENERIC COMPUTING (Level 3, Credit 6)

Create and use a computer database to provide a solution for organisation use

All topics in this Unit Standard are included in this book.

Retrievable exercise files are used with this book. These are available for free download from our web site at www.cherylprice.co.nz. Instructions for downloading are included on the next page.

This book has been written using Microsoft Access 2010 with Windows 7.

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Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:


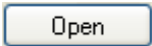





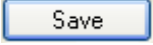
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1077 465 1380 645" data-label="Image"> </div>
4	Click on  Search
5	Click on US 2787
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V7 Access 2010 Free Download The File Download dialog box will display.
7	If you have Winzip use the following instructions otherwise move to step 8.
	a Click on  Open .
	b Click on the  of the  Unzip button.
	c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder.
	d Click on the  of the  Unzip button and click on the My Documents folder. The files will be unzipped.
8	Click on  Save as then click on the Documents folder shown at the right. Click on  Save <div data-bbox="1042 1608 1345 1731" data-label="Image"> </div>
9	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.

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Unit Standard 2787 (Version 7)

Title	Create and use a computer database to provide a solution for organisation use		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to plan, create and use a computer database to provide a solution for organisation use, and create end-user documentation for the database.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 2786, <i>Create and use a computer database to solve a problem</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 The database can be created as part of a candidate's employment or in response to a scenario provided to, or created by, the candidate. The final database must be suitable for an organisation to use within its everyday business.
- 2 A *plan* outlines a list of steps of how the requirements of the database will be realised. The plan must include the specifications and/or features required by the database to provide the solution. The plan may be modified during the task and changes justified. Evidence of planning may be oral, written, and/or graphic. Depending on the assessment context, the plan will include a list of steps and key milestone outcomes, and may include:
 - how resources such as time, expertise and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone;
 - how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.

3 Definitions

Boolean data means data that has one of two values – true or false.

Organisation describes the context the database is designed to operate in (e.g. businesses, clubs, not-for-profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.

An *end-user document* includes a short description of the purpose of the database, and how to access and use the database. The end-user document must use consistent font and layout, be legible, and should either avoid the use of undefined jargon or acronyms, or provide a glossary for these. The document must be saved in a format that is accessible to users.

- 4 Legislation relevant to this unit standard includes but is not limited to the:
Health and Safety in Employment Act 1992;
Copyright Act 1994;
Copyright (New Technologies) Amendment Act 2008;
and any subsequent amendments.
- 5 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.
'The Computing Process - a clarification document' contains further information and can be found on the NZQA website.

Outcomes and evidence requirements

Outcome 1

Plan a computer database to provide a solution for organisation use.

Evidence requirements

- 1.1 The plan identifies the requirements of the database in terms of its purpose and target users.
- 1.2 The plan outlines the specifications, including constraints and/or features to be met by the database for it to provide a solution.
- 1.3 The plan identifies the model of database to be used and justifies its selection in terms of its ability to meet the purpose and the needs of the target users.

Range may include but is not limited to – flatfile, hierarchical, relational, network, a combination of models.

Outcome 2

Create and use the database to provide a solution for organisation use.

Evidence requirements

- 2.1 Data fields are created and properties managed to produce the database required by the plan.

Range includes but is not limited to – size, data type, text and number format, Boolean, currency, integer, decimal, dates or times.

- 2.2 Data is entered and a test report is created, printed and checked against the properties of the database fields for formatting, layout and readability.
Range report format includes – column headings, groupings, sub-totals.
- 2.3 The database is queried using a range of comparisons and the results are analysed against the requirements of the plan.
Range text – use of wildcards for selection; numerical comparisons including = and one other; multiple comparisons on the same fields; multiple comparisons on different fields.
- 2.4 The finished database is confirmed as being fit for purpose in terms of providing a solution to the problem and meeting the purpose and requirements of the organisation as outlined in the plan.

Outcome 3

Create end-user documentation for the database.

Evidence requirements

- 3.1 A simple end-user document is created to facilitate use of the database.

Planned review date	31 December 2016
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2015
Rollover and Revision	7	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Exercise Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

Names of files	
Care Cosmetics Staff	MovieMaker Database
Coronation Road Book Store	Movies Database
Database Documents	Southfield Mall Tenants
Fresh Products Database	

Sample Document

Section

1

Database Theory Entering Simple Data Field Types

Note

Section 1 revises some of the learning covered in the Cheryl Price book for US2786, which is recommended prior learning for this unit. Even if you have already attained US2786, you may like to read through this section to refresh your memory.

Learning Outcomes

At the end of this section you should be able to -

- ☐ Understand database concepts and uses of databases
- ☐ Understand the different types of databases
- ☐ Start Access 2010
- ☐ Open an existing database
- ☐ Understand the database window and database objects
- ☐ Open a database table
- ☐ Identify parts of a table
- ☐ Navigate through records in a table
- ☐ Manipulate data in a table by filtering and sorting records
- ☐ Add a new record to a table
- ☐ Delete a record from a table
- ☐ Close a database table
- ☐ Close a database
- ☐ Exit Access

What is a Database?

A database is an organised collection of information on a specific subject. We use databases all the time in everyday life – the telephone directory, for example, is a database.

Other examples of databases could be:

- Recipe book
- List of employee details (start date, name, address, date of birth, salary)
- List of CD collection (name of CD, date of release, artist/band)
- Stock listing (product name, number of stock, supplier, type of product)
- Library (where all the books are categorised and then stored alphabetically within the category making them easy to find)

The data in an Access 2010 database is stored in one or more tables. A table is made up of records, and records are made up of fields. In a **Customers** table, a record could be:

Smith Jane 319 Alfred St East Sydney NSW 2010 (02) 9955 2523

The fields could be called:

Last Name First Name Street Suburb State Post Code Phone Number

Uses of Databases

Databases hold information. This information can be searched and selected.

For example:

- A telephone directory is used to search for the telephone number of a person whose name is known to you. You already know the contents of the Surname field, and usually the First Name field – these are your *search criteria*.
- The *search criteria* are then used to look up the additional information about the person – i.e. to find the particular record and therefore the address and telephone number of the person.
- If you only know one criterion value (eg the Last Name), you will find many more matching records than if you know more criteria (eg the Last Name, First Name and Street Address).

Advantages of Databases

Databases are designed to store large amounts of data. They allow you to control the way the data is organised and displayed.

Once the required information has been stored in a database, it can be used in many ways. For example, you can format and print it as a report. Charts can also be created using information in the database.

Examples of database programs other than Access 2010 are Lotus Approach, DataEase, and Dbase IV.

Different Types of Databases Models

There are several different types of Database Models: Flat File, Relational, Hierarchical, and Network models. Each is briefly described here.

Flat File Data Model (Single Table)

This data model stores data in a single table in rows and columns. There are no links to any other sources of data. Data stored in a single Excel spreadsheet is an example of a flat file database.

If only one table is used for a database all data will be stored in and accessed from that table. This is an example of a Flat File Database.

Clients' Pet Visits

Client ID	Title	First Name	Last Name	Address	Pet Name	Pet Type	Visit Date	Reason
Andrw1	Mrs	Judy	Andrews	2 Ocean View Rd	Lassie	dog	30/11/2005	Injury
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Matthew	cat	22/11/2005	Illness
Robbn1	Dr	Jonathan	Robbins	122 Crowley Court	Tippy	bird	19/11/2005	Illness
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Jennifer	bird	18/11/2005	Injury
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Matthew	cat	11/11/2005	Routine
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Matthew	cat	03/11/2005	Illness
Andrw1	Mrs	Judy	Andrews	2 Ocean View Rd	Zachary	dog	02/11/2005	Illness

You will notice that data duplication occurs in this Flat File Data Model. For example:

- Mr Bill Evans's name and address appears in each of his records.
- He has two pets, a cat and a bird and has visited the Vet several times with these pets. Their names and types are also duplicated.

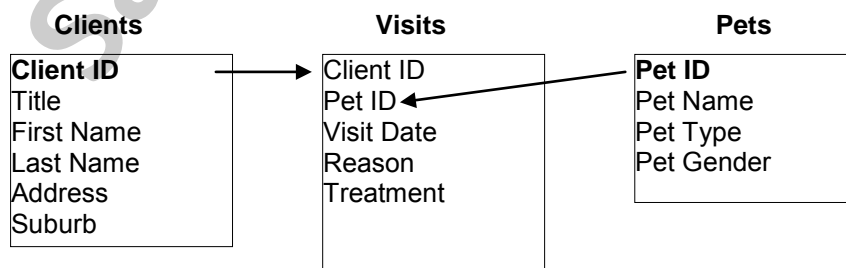
Data duplication is a problem with the Flat File Data Model, and this increases the chances of it being entered incorrectly.

Relational Data Model (Multiple Tables)

Data in this model is stored in multiple tables, each on a specific subject. Sometimes you will want to combine data from two or more tables, and this requires that Relationships have been created between them.

If we took the single table example above and converted it into a relational database, we would split the data into three separate tables. This would remove the problem of duplication of data.

The diagram below shows an example of relationships between tables.



The tables would appear as shown on the following page. Each table is storing data on a specific topic. The tables are related by a common field: **Clients** and **Visits** by Client ID, and **Pets** and **Visits** by Pet ID.

Clients Table

Client ID	Title	First Name	Last Name	Address	Suburb
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Takapuna
Andrw1	Mrs	Judy	Andrews	2 Ocean View Rd	Torbay
Robbn1	Dr	Jonathan	Robbins	122 Crowley Court	Epsom

Pets Table

Pet ID	Pet Name	Pet Type	Pet Gender
1	Jennifer	bird	F
2	Matthew	cat	M
3	Lassie	dog	F
4	Zachary	dog	M
5	Tippy	bird	F

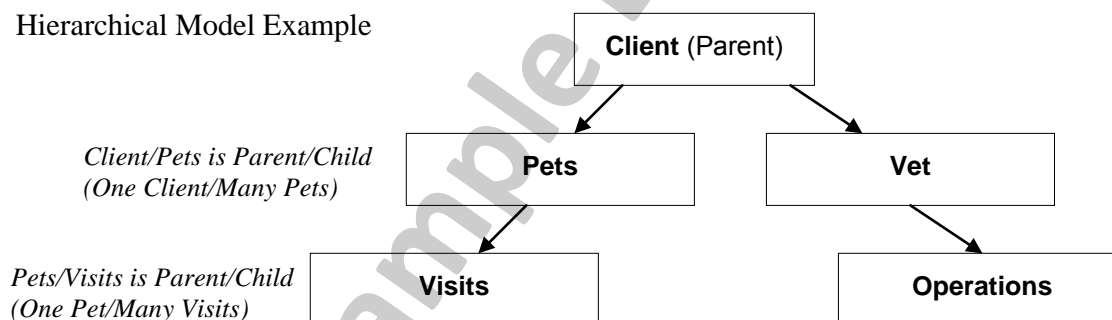
Visits Table

Client ID	Pet ID	Visit Date	Reason	Treatment
Evans1	1	18/11/2005	Injury	Bandage leg
Evans1	2	03/11/2005	Illness	Medication for cat fever
Evans1	2	11/11/2005	Routine	Full examination, no problems
Evans1	2	22/11/2005	Illness	Under observation
Andrw1	3	30/11/2005	Injury	Operation
Andrw1	4	02/11/2005	Illness	Injection for diarrhoea
Robbn1	5	19/11/2005	Illness	Ointment

Hierarchical Data Model (Tree-like Structure)

The Hierarchical model is organised in a tree-like structure. This means it allows there to be repeating information in the data that uses parent/child relationships. A parent/child relationship means that each parent may have many children but each child will only have one parent.

Hierarchical Model Example



If we were to use this on the Client and Pets example the Client is the Parent and the Pet is the Child. Under a Hierarchical structure One Client may have many Pets, but each Pet may only have One Client (Owner).

Network Data Model (Tree-like Structure)

The Network Model uses objects and their relationships in a more flexible way. The important thing about a Network Model is it is viewed as a graph using object types which are referred to as nodes and relationship types which are referred to as arcs.

When you compare the hierarchical model with the tree structure which has one parent and many children records this model gives the flexibility of having multiple parent and child records which make up a graph type of structure.

This model was used widely in the early years of computing. However, as computer processing became faster, people began using the Relational Model in preference to the Network Data models.

Explanation of a Relational Database

In business and personal life, you keep track of information from a variety of sources, each related to a particular topic or purpose. Your knowledge and organizational skills are required to coordinate information from all these sources.

Customer addresses in a mailing list

Product information in a file cabinet

Invoices in a spreadsheet

Supplier phone numbers in a card file

Once you've added data to your database, you'll want to analyze the data in different ways. You can use a query to perform calculations and totals, or to select only certain kinds of data. For example, you can define a query to show all customers who have placed orders of \$5000.00 or more within the last year.

Customers

Company Name	Contact Name
Around the Horn	Thomas Hardy
Eastern Connection	Ann Devlin
Ernst Handel	Roland Mendel
Foiles gourmandes	Marlene Rance

Orders

CustomerID	OrderID	OrderDate
1	10	1996-07-06
2	20	1996-07-06
3	30	1996-07-06
4	40	1996-07-06

Order Details

OrderID	ProductID	Unit Price	Quantity
10	1	10.00	1
10	2	20.00	1
10	3	30.00	1
10	4	40.00	1

Query Design View

Field	Company Name	Contact Name	Order Amount	Sum([Unit Price]*[Quantity])	Order Date
Table:	Customers	Customers			Orders
Total:	Group By	Group By			Where
Sort:	Ascending				
Show:					
Criteria:				>5000	Between Date() And Date()-365

It's usually easiest to add data to a database by using a form. In Microsoft Access, you can use a form to add, view, and edit your data one or more records at a time. You can also work with data from several tables at once with forms, and automate tasks by including macros or Visual Basic in your forms.

You can create a form that looks just like a printed paper form with instructions on how to fill it out.

Automate tasks

Orders

Bill To: Franchi S.p.A.
Via Monte Bianco 34
Torino 10100 Italy

Salesperson: Suyama, Michael

Order ID: 10000 **Order Date:** 12-Jun-95

Print Invoice

Product	Unit Price	Quantity	Extended Price
Alice Mutton	\$27.00	4	\$108.00


Using reports, you can print your data in a broad variety of layouts and type styles. Reports can print data from fields; text you define; totals and the results of calculations; or charts, pictures, or other objects — even another report. You can also use reports to print mailing labels.

Use a report to print mailing labels to send a discount offer to your best customers.

Antonio Moreno Taquería Mataderos 2312 México D.F. 05023 México	Blondel père et fils 24, place Kléber Strasbourg 67000 France	Bon app' 12, rue des Bouchers Marseille 13008 France	Bottom-Dollar Markets 23 Tsawassen Blvd. Tsawassen BC T2F 8M4 Canada
Around the Horn 120 Hanover Sq. London QA1 1DP UK	Berglunds snabbköp Berguvsvägen 8 Luleå S-958 22 Sweden		

Starting Access 2010

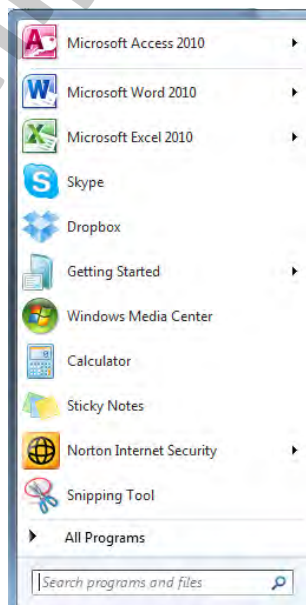
Exercise 1

- 1 Click on the Start button  and hover the cursor on All Programs.
A menu of all programs appears.
- 2 If necessary scroll to the Microsoft Office folder, click on it, and select Microsoft Access 2010 as shown below.



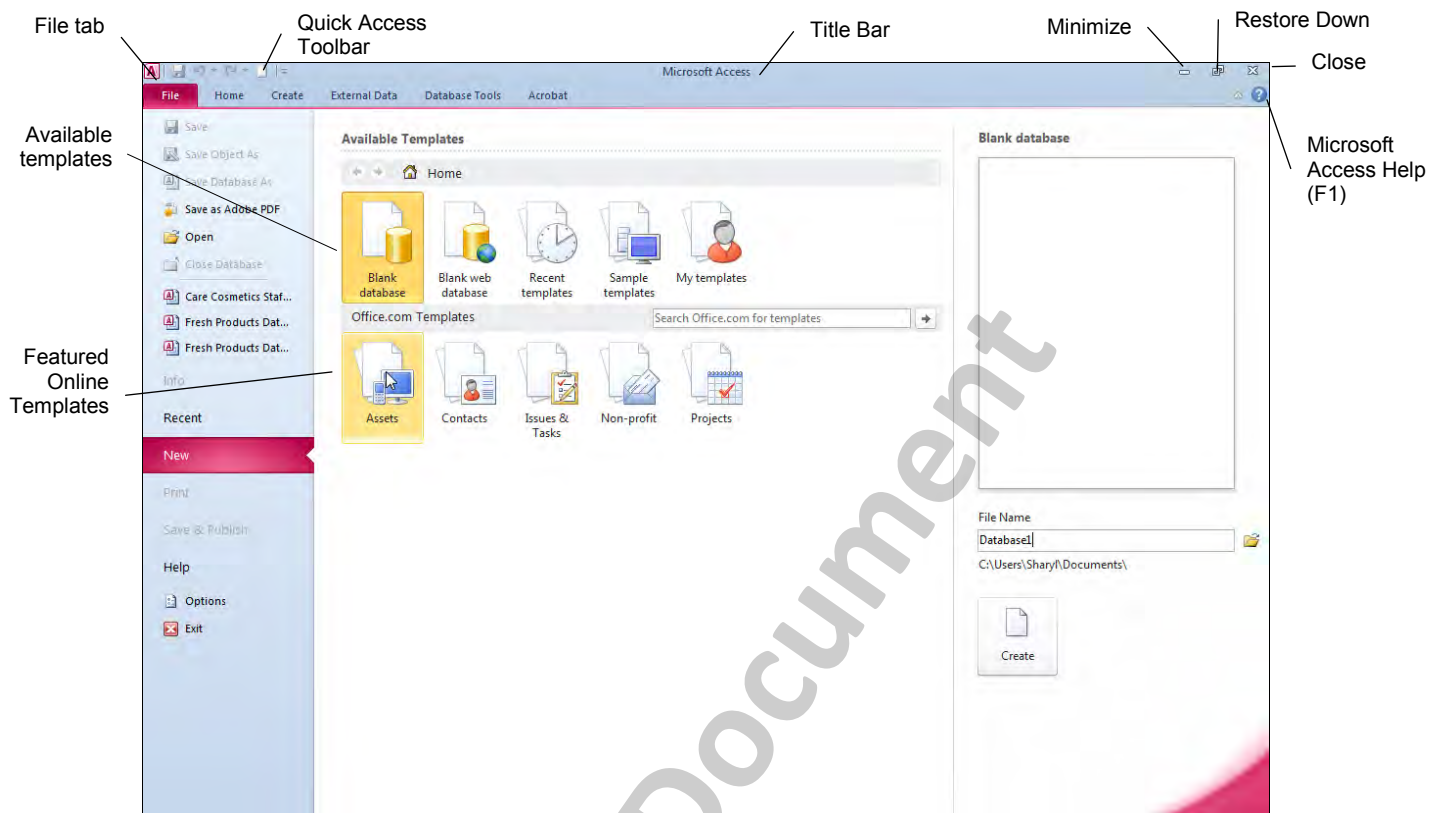
Note When you have used Access 2010 once (or more) it will appear on your Start menu as shown below.

You can just click on it to start Access.



Backstage View

When you open Access 2010 you see Backstage view. The File tab on the left contains commands that help you manage your files, eg Save, Open, Print, New, etc.



Parts of Backstage view include:

File Tab

The File tab replaces the Office Button in Access 2007 and the File menu in Access 2003.

Quick Access Toolbar

The Quick Access Toolbar is a useful feature for accessing your most frequently used commands.

Available Templates Window

From this section you can create a new Blank Database, create a database based on a custom template, or view some of Access 2010's Featured Online Templates.

Title Bar

If you have a database open, the file name appears on the title bar. (There is no file name shown in the above illustration because a database is not open.)

Minimize, Maximize and Restore Down

These buttons are used to reduce the main window to a button on the Taskbar (minimise) and increase the size of the main window (maximise). When the window is maximised, the Maximize button will display as the Restore Down button.



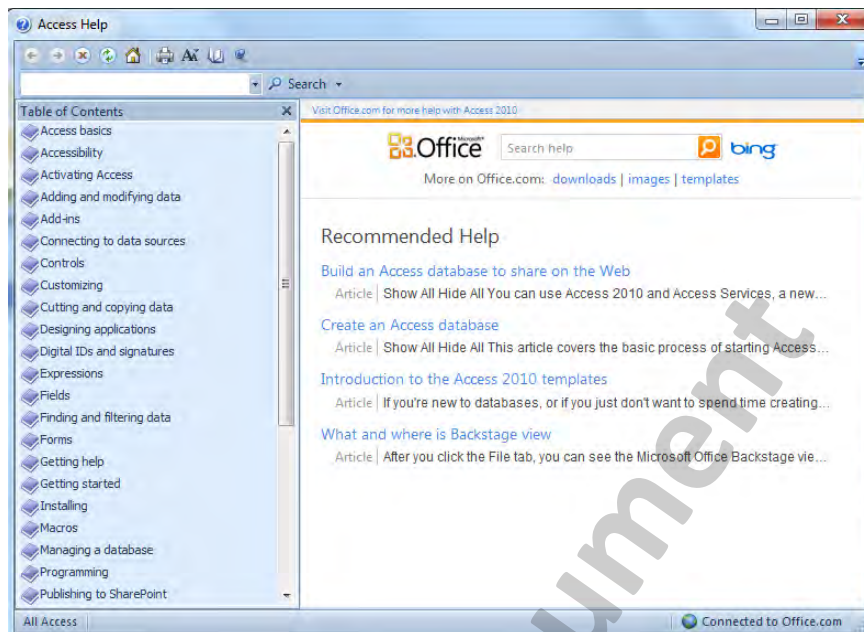
Close

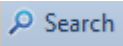

The Close button  shuts down Access 2010.

Microsoft Access Help

Exercise 2


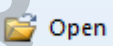
- 1 Click on the Microsoft Access Help button  in the top right corner of the window to display the Access Help window.

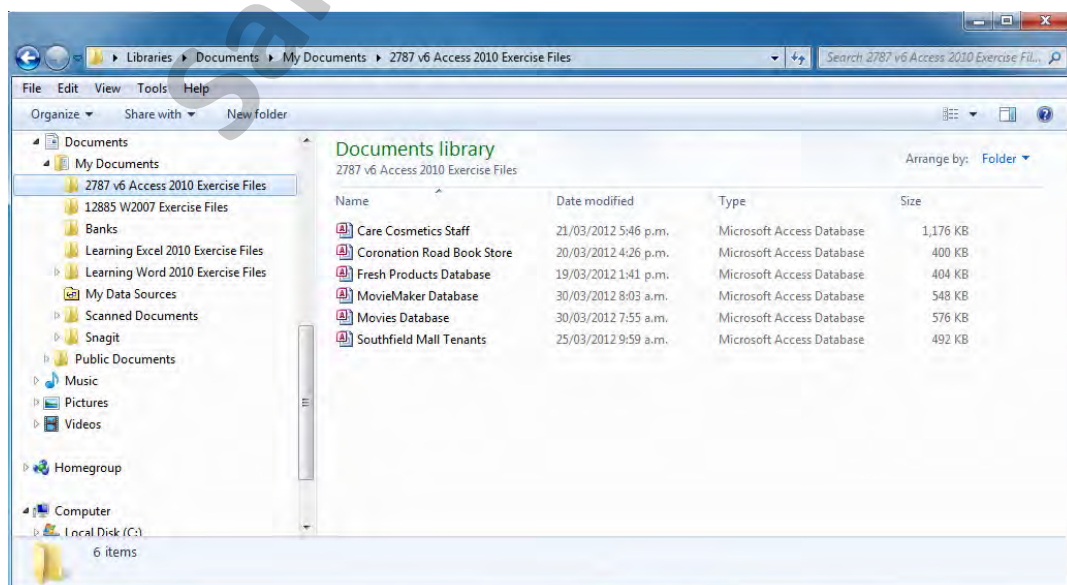


- 2 Browse the Table of Contents or type a specific topic into the Search Box above it (eg Create a table) and click on . Information on that topic will be displayed.
- 3 Click on the Close button  to exit from Help.

Opening a Database

Exercise 3

- 1 Click on  then click on . The Open dialog box will display existing database files that are included with this book.

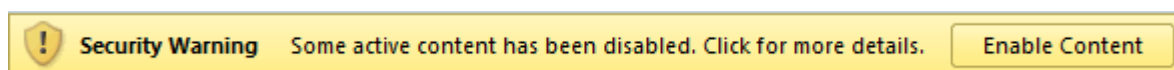


- 2 Click on **MovieMaker Database**.

- 3 Click on .

Access 2010 has improved security measures to protect your PC from viruses. Many database files contain shortcut programs called *macros* that are designed to help the user work more efficiently. A macro could also be a virus however and Access 2010 may try to warn you about this.

Unless your security settings are already set to the lowest level, Access 2010 may display the following security warning when you click on Open.

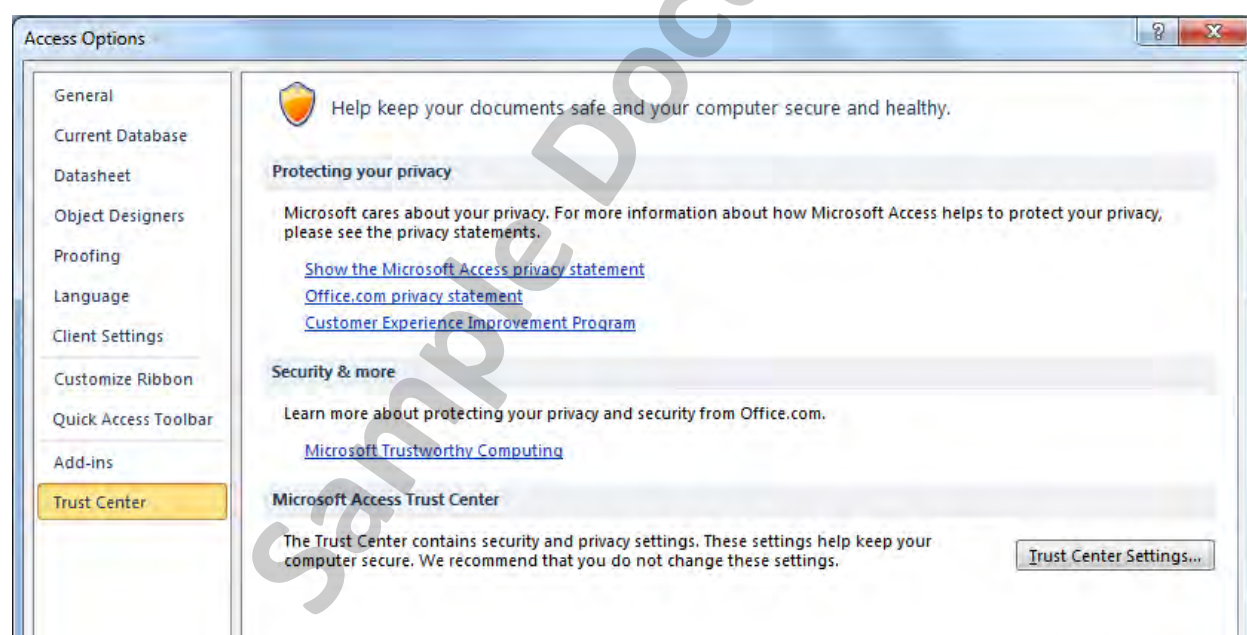


- 4 Click on  because the database is clear of viruses.

The database is now enabled so it can be accessed and used.

Security Settings

To view your current security settings you can click the File tab and select  from the menu. In the Access Options dialog box click on Trust Center.



It is essential that you ensure the security of your computer, by using and maintaining up-to-date anti-virus software.

If you make changes click on OK, or click on Cancel.

MovieMaker Database

The database that has been opened is a simple database designed to keep track of videos for a video shop.

The MovieMaker Database can be used as follows:

- To search for specific videos
- To find a specific type of video, eg action, romance, comedy
- To see in how many videos the lead role is played by a specific actor or actress
- To search for a specific director
- To see if a video is in the shop or on lease



Before you start using this database you will add buttons to the Quick Access Toolbar for speedy use of common commands.

Using the Quick Access Toolbar

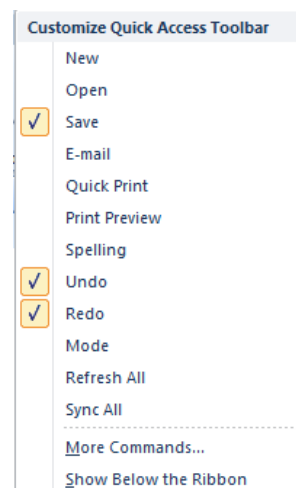
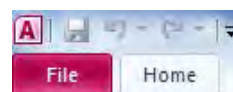
The Quick Access Toolbar is a useful feature for accessing your most frequently used commands. Commands can be added or removed, and the toolbar itself can be positioned either above or below the ribbon. (In Access 2010 the ribbon can also be customised.)

Quick Access Toolbar List

Exercise 4

- 1 Click on the Customize Quick Access Toolbar  to the right of the Quick Access Toolbar. The Customize Quick Access Toolbar menu will be displayed.
A tick is shown at the left of every option that displays presently on the Toolbar.
- 2 Click on New to add it to the Quick Access Toolbar.
- 3 Click on the  again and click on Open.
- 4 Add the following options to the Toolbar using the same steps.


Quick Print, Print Preview, Spelling



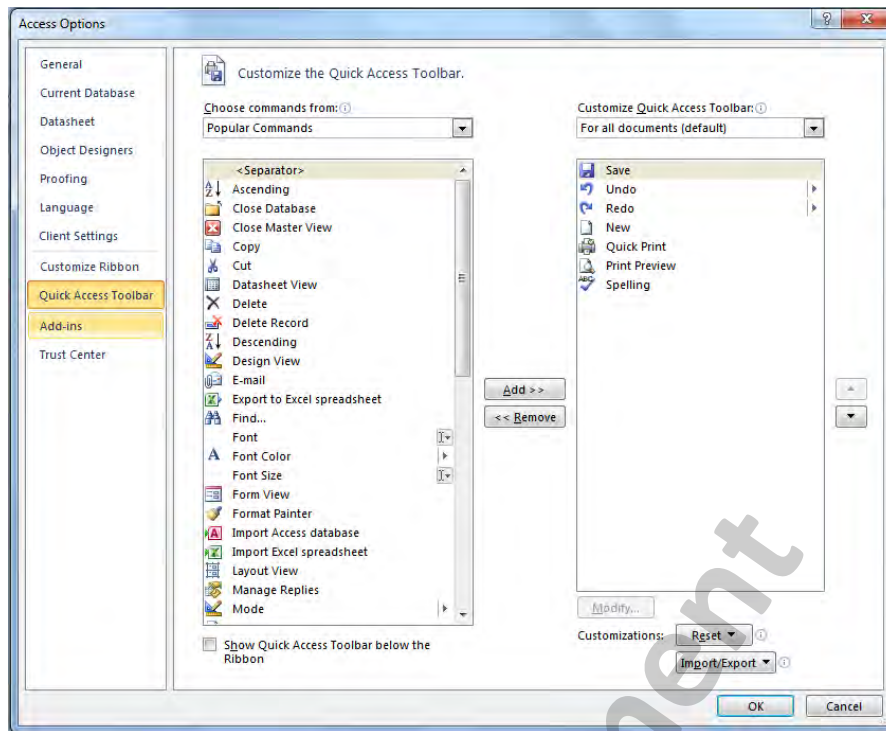
Customise Quick Access Toolbar



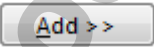

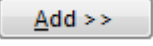

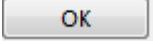
Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.

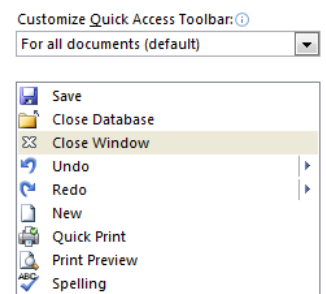
Exercise 5

- 1 Click on the Customize Quick Access Toolbar button  to the right of the Quick Access Toolbar and select *More Commands...*


The Access Options dialog box will display, with the Customize option selected.



- 2 Click on the Choose Commands from:  and select All Commands. The commands are listed in alphabetical order.
- 3 In the list at the left, scroll down until the Close commands are displayed.
- 4 Click on  **Close Database** then click on .
- 5 Click on  **Close Window** then click on . The two commands will be added to the Quick Access Toolbar list on the right of the Access Options dialog box as shown at the right.
- 6 Click in the following option  **Show Quick Access Toolbar below the Ribbon**
- 7 Click on  to save the changes to the Toolbar.




The Quick Access Toolbar is now displayed between the document area and the ribbon as shown at the right.

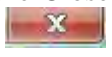
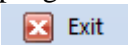
- 8 Click on the Customize Quick Access Toolbar button  again and select Show Above the Ribbon to restore the Quick Access Toolbar to the original position.

The position in which you display the Quick Access Toolbar is entirely up to you.

The commands that you have added in the above exercise will be used throughout the remainder of this book. (You may wish to add other commands now, or as you work through the book.)

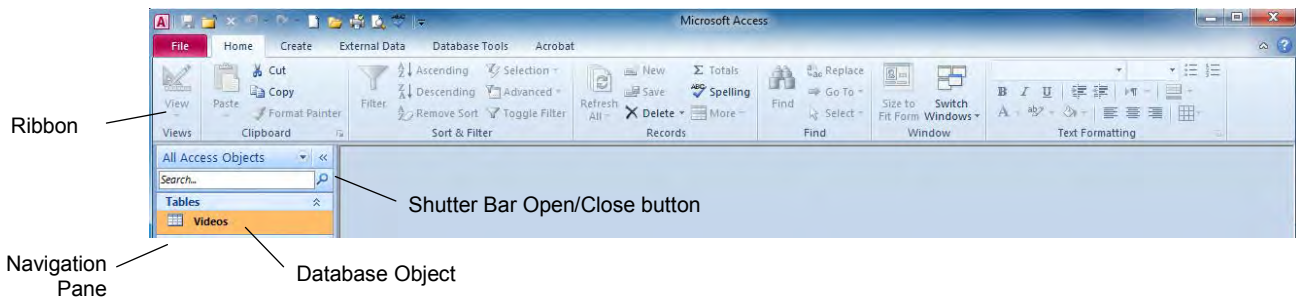
Closing Access 2010

Leave the MovieMaker Database open but when you want to close the database use the Close Database button on the Quick Access Toolbar or  **Close Database** on the File tab menu.

Note In Access 2010, clicking on the Close Window button on the Quick Access Toolbar OR at the top right of the screen  will close Access down completely. You can also click on  **Exit** at the bottom of the File Tab menu to close Access 2010.

The Database Window

When a database is opened the ribbon will display at the top of the Access 2010 window and the Navigation Pane will open to show the Database Objects for that database.



Ribbon

The ribbon displays options in groups that can be used to format, modify text, manage records and sort and filter data.

Navigation Pane

The Navigation Pane can be used to access the database objects, eg the MovieMaker Database and its tables, forms, queries and reports.

Database Objects

The database objects are displayed in the Navigation Pane. Double click on the type of object you wish to use, eg the table displayed above.

Shutter Bar Open/Close Button

The Shutter Bar Open/Close Button allows you to close the Navigation Pane. Click on the button again to open the Navigation Pane.

Home Tab

When an object from the database is opened the Home tab will display on the ribbon.

Exercise 6

- 1 Double click on the **Videos** table to open it.
- 2 Look at options described below and on the next two pages.



Icon Controls

Several of the icons in the groups on the ribbons display a drop down arrow at the right. This arrow can be used to display a gallery or list of more options as shown at the right (which displays options on the Font Color button).

