

# Easy Steps



## **Unit 2786 (v7)**

**Create and use a computer database  
to solve a problem**

***with***

**Microsoft Access 2007**

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

*By Cheryl Price*

## **Unit Standard 2786 (Version 7)**

### **Create and use a computer database to solve a problem - Access 2007**

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

Unit Standard 2786 - GENERIC COMPUTING (Level 2, Credit 3)  
Create and use a computer database to solve a problem

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 the Resources page of our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz). Instructions for downloading are included on the next page.

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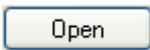





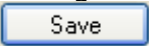
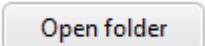
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# Downloading Exercise Files

The exercise files listed on the following page can be downloaded from the Cheryl Price web site as follows:

1	In your web browser, type: <b>www.cherylprice.co.nz</b>
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="1129 504 1428 683" data-label="Image"> </div>
4	Click on  Search
5	Click on <a href="#">US 2786</a>
6	Under the <b>Exercise Files</b> heading click on the underlined blue hyperlink, ie Book Exercise Files – v7 Access 2007 <a href="#">Free Download</a> 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 <b>Set default unzip folder</b> 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="1082 1601 1385 1736" 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. Delete the Compressed (zipped) Folder.

## Exercise Files used in this book

(Instructions are included on the previous page for downloading retrievable files from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz))

Names of files	
Database Plan	Student Database
Friends Database	Wedding Database
MovieMaker Database	

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# NZQA Outcomes and Evidence Requirements

## Unit Standard 2786 Version 7

<b>Title</b>	<b>Create and use a computer database to solve a problem</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to plan, create and use a computer database to solve a problem, using a supplied brief.
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 The supplied brief must clearly identify the problem and the outcomes required from the solution. The brief must contain requirements against which the success or otherwise of the database can be evaluated.
- 2 A *plan* outlines how the requirements of the brief will be realised. For this unit standard, the plan may be informal, and it may be more appropriate to produce evidence of it during task completion rather than prior to starting the task or project. Evidence of planning may be oral, written, and/or graphic.
- 3 Definition  
*Data type* is the type of data stored in a field. Data types at this level must include text and number fields.
- 4 Legislation relevant to this unit standard includes but is not limited to the:  
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](http://www.nzqa.govt.nz/asm).  
A specific resource and assessment task for assessing against unit standard 2786 and 'The Computing Process - a clarification document' can be found on the NZQA website.

## Outcomes and evidence requirements

### Outcome 1

Plan a computer database to solve a problem using a supplied brief.

#### Evidence requirements

- 1.1 A database model is selected to meet the requirements of the brief.
- Range may include but is not limited to – flatfile, hierarchical, relational, network, or a combination of models.
- 1.2 The plan identifies the purpose, specifications and/or features required for the database in accordance with the brief.

### Outcome 2

Create a computer database to solve a problem using a supplied brief.

#### Evidence requirements

- 2.1 Database fields are created and properties managed according to the database model and to meet the specifications of the plan.
- Range field properties include but are not limited to – size, data type and format.
- 2.2 Test records are created and copies are checked against the properties of the database fields.
- Range accuracy, readability, presentation, data integrity.

### Outcome 3

Use the computer database to provide a solution to the problem.

#### Evidence requirements

- 3.1 Database records are managed to provide the solution to the problem and meet the requirements of the brief.
- Range new records added, records deleted, record fields updated.
- 3.2 Data integrity practices are demonstrated in terms of comparison with original information sources in order to ensure the solution to the problem has been met.
- 3.3 Database records are sorted to provide the solution to the problem and meet the requirements of the brief.
- Range includes but is not limited to – alphabetically, numerically.
- 3.4 Queries are applied to database in order to find data occurrences as required by the brief.

<b>Planned review date</b>	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

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

Sample Document

# Database Theory

## Entering Simple Data

### Field Types

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## Learning Outcomes

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

- ☐ Understand database concepts and the uses of databases
- ☐ Understand the different types of databases
- ☐ Start Access 2007
- ☐ 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

Sample Document

# 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 2007 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:

**Surname   FirstName   Street                   Suburb           State   PostCode   PhoneNumber**

## 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 FirstName field – these are your *search criteria*.
- The *search criteria* are then used to look up the additional information about the person – ie to find the particular record and therefore the address and telephone number of the person.
- If you only know one criterion value (eg the Surname), you will find many more matching records than if you know more criteria (eg the Surname, FirstName and StreetAddress).

## 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 2007 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

ClientID	Title	FirstName	LastName	Address	PetName	PetType	VisitDate	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.

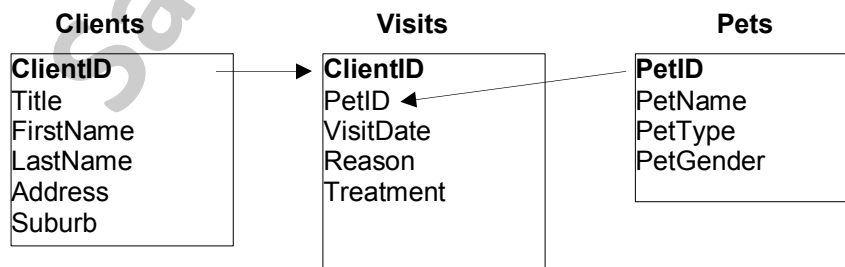
Data duplication is a problem with the Flat File Data Model, and this increases the chances of it being entered incorrectly.

### 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 ClientID, and **Pets** and **Visits** by PetID.



## Clients Table

ClientID	Title	FirstName	LastName	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

PetID	PetName	PetType	PetGender
1	Jennifer	bird	F
2	Matthew	cat	M
3	Lassie	dog	F
4	Zachary	dog	M
5	Tippy	bird	F

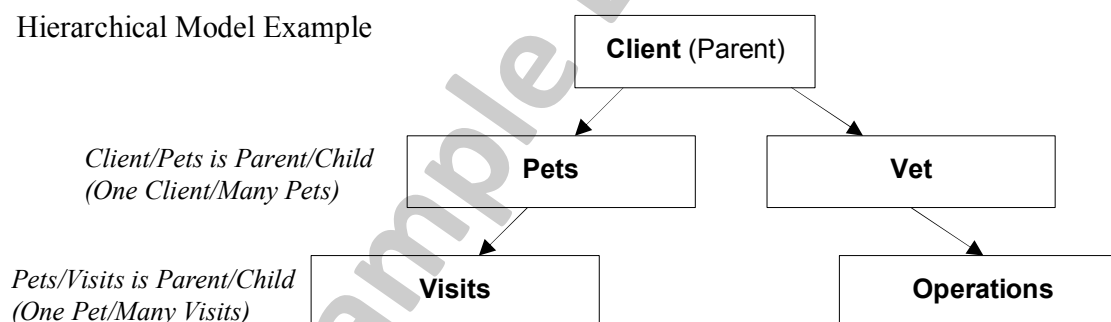
## Visits Table

ClientID	PetID	VisitDate	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).

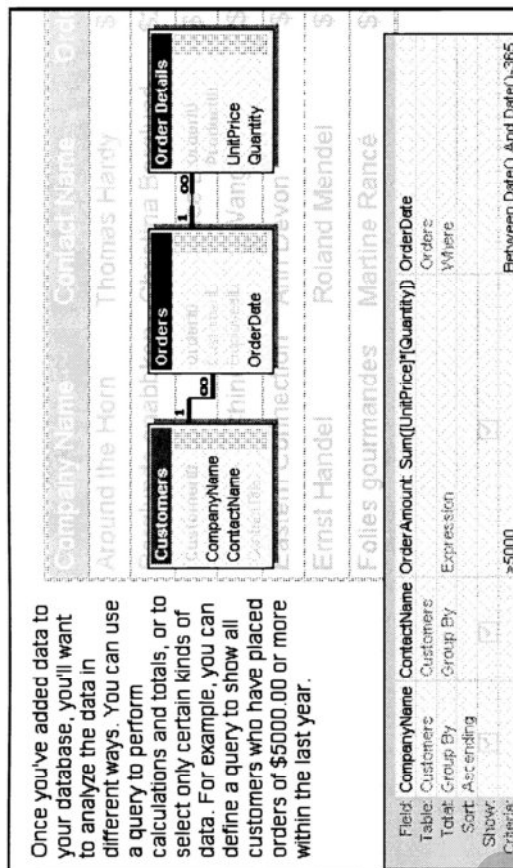
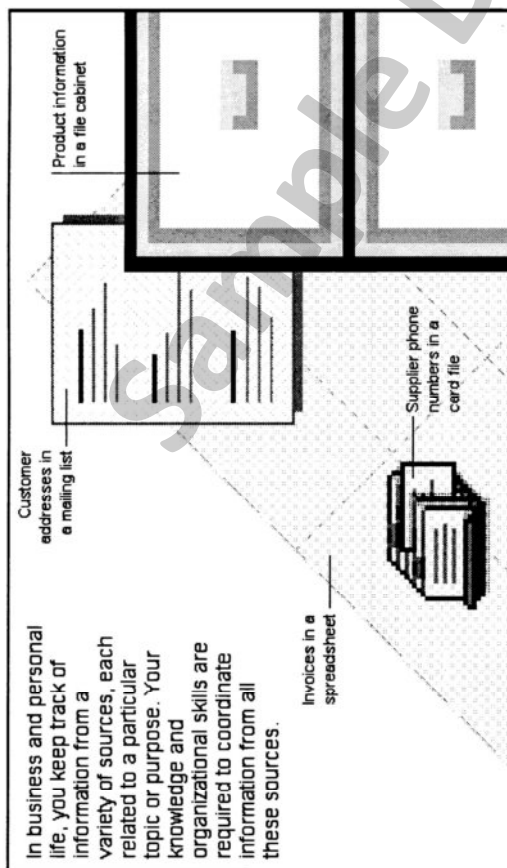
## Network Data Model (Tree-like Structure)

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



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**

Order: Invoice

Print Invoice

Bill To:

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

Salesperson: Suyama, Michael

Order ID: 10000

Order Date: 12-Jun-95

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  
Mexico

Blondel père et fils  
24, place Kléber  
Strasbourg 67000  
France

Around the Horn  
120 Hanover Sq.  
London QA1 1DP  
UK


Bon app'  
12, rue des Bouchers  
Marseille 13008  
France

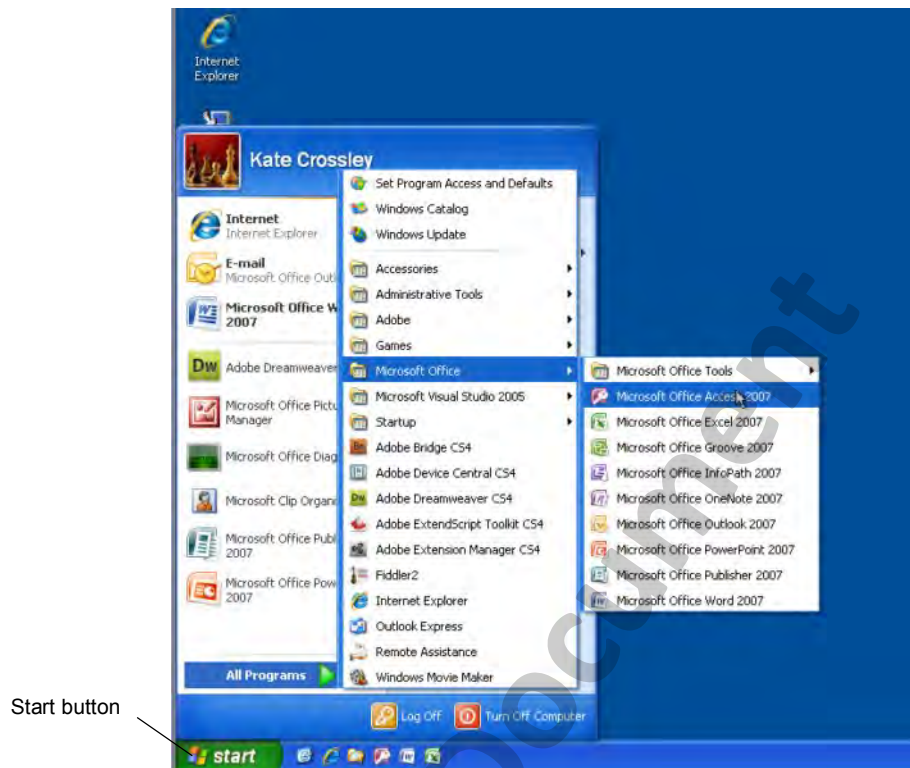
Berglunds snabbköp  
Berguvsvägen 8  
Luleå S-958 22  
Sweden

Bottom-Dollar Markets  
23 Tsawassen Blvd.  
Tsawassen BC T2F 8M4  
Canada

# Starting Access 2007

## Exercise 1

- Click on the Start button , move the cursor up to All Programs, across to the right to Microsoft Office, across again to Microsoft Office Access 2007 and then click.

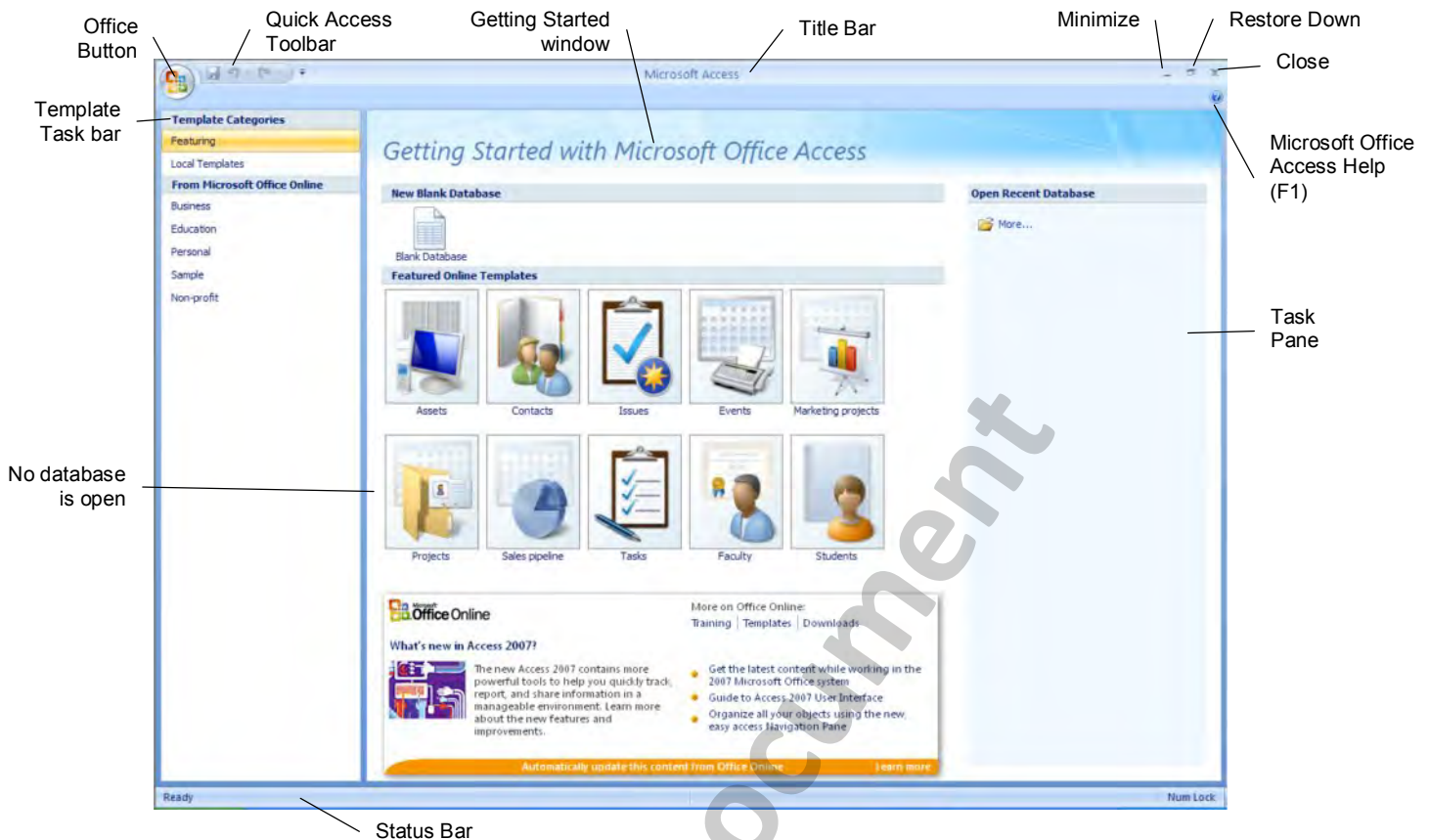


The full name of the application is Microsoft Office Access 2007 but for the rest of this book it will be referred to as Access 2007.

**Note** When you have used Access 2007 once it will appear on your Start menu as shown below. You can just click on it to start Access.



# The Microsoft Access Getting Started Window



## Office Button

The Office Button displays a drop-down menu which gives easy access to Access 2007 commands, ie New, Open, Save, Save As, Print.

## Quick Access Toolbar

The Quick Access Toolbar is a useful feature for keeping all of your most frequently used commands in easy reach.

## Getting Started Window

This window is displayed when Access 2007 is first opened. From this window you can create a new Blank Database or view some of Access 2007's Featured Online Templates.

## Title Bar

When a database is open its name appears on the window title bar. (Because a database is not open in the above illustration there is no file name showing.)

## Minimize, Maximize and Restore Down

These two buttons are used to increase (maximise) the size of the main window (Access 2007) and reduce the main window to a button (minimise) on the Taskbar. When the window is maximised, the Maximize button will display as the Restore Down button.



## Close

This is used to shut down Access 2007.

## Microsoft Office Access Help (F1)

This displays a list of Help topics in the 'Microsoft Office Access Help (F1)' window. You can also type a question into the 'Type words to search for' box and search for a help topic. When Enter is pressed a list of help topics relating to the question will appear.

## Task Pane

The Task Pane is used to access databases in two ways. Click on **Open Recent Databases** to display a list of databases you have worked with recently. Click on a database name to open it. Click on the **More** folder to find other databases that you have access to.

## Status Bar

Amongst other things the Status Bar displays Form View, Datasheet View etc. to indicate what part of the database you are currently working in.

## Template Task Bar

The Template Task Bar displays a list of templates available to use when creating a new database. These will already have all the fields set up in the tables so that it is easy to add data to your new database. Some templates are loaded in Access 2007, and others can be downloaded from Microsoft's web site.





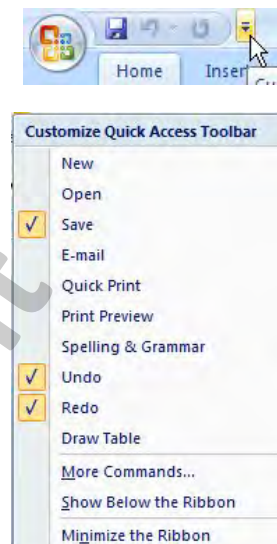
# Using the Quick Access Toolbar

The Quick Access Toolbar is a useful feature for keeping all of your most frequently used commands in easy reach. It is the only part of the Access 2007 screen that can be customised by ordinary users – commands can be added or removed and the toolbar itself can be positioned either above or below the Ribbon.

## Quick Access Toolbar List

### Exercise 2

- 1 Click on  to the right of the Quick Access Toolbar. A menu of commands will display. A tick is shown to the left of every command that is currently on the Quick Access Toolbar.
- 2 Click on the **New** command to add it to the Quick Access Toolbar.
- 3 Click on the  again and click on the **Open** command.
- 4 Add the following commands to the Quick Access Toolbar using the same steps.  
**Quick Print, Print Preview, Spelling**

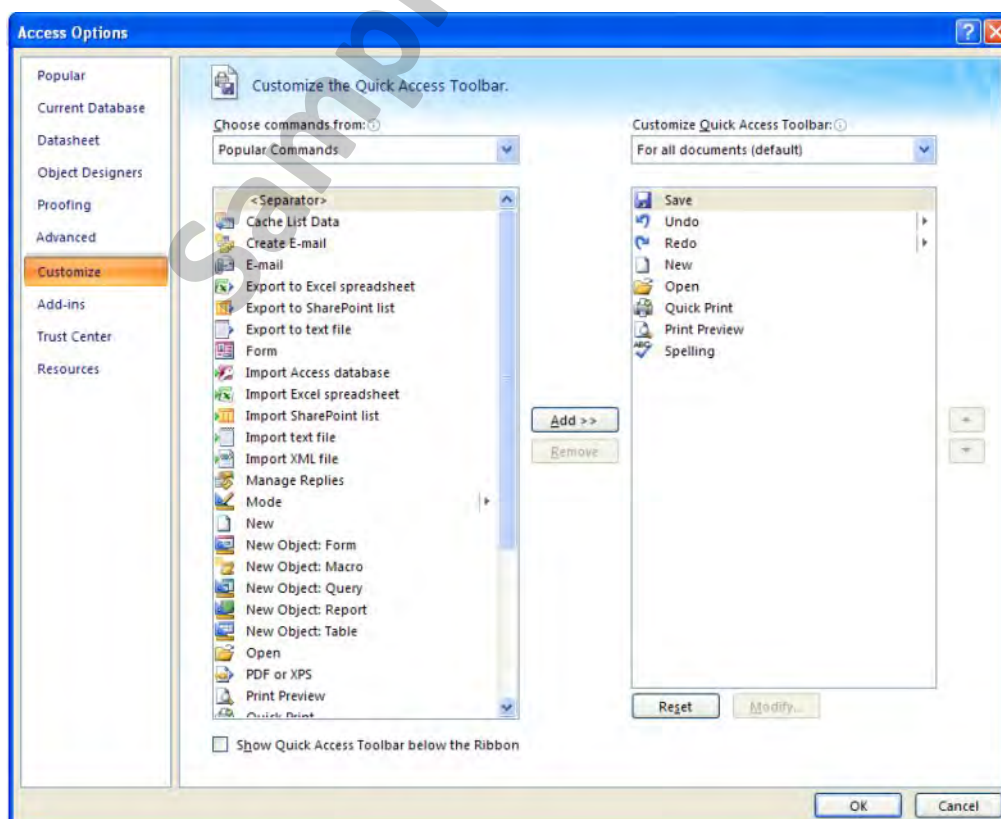


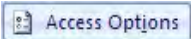
## Customise Quick Access Toolbar


Some other useful commands are not on the Quick Access Toolbar list, but these can be added using the following steps.

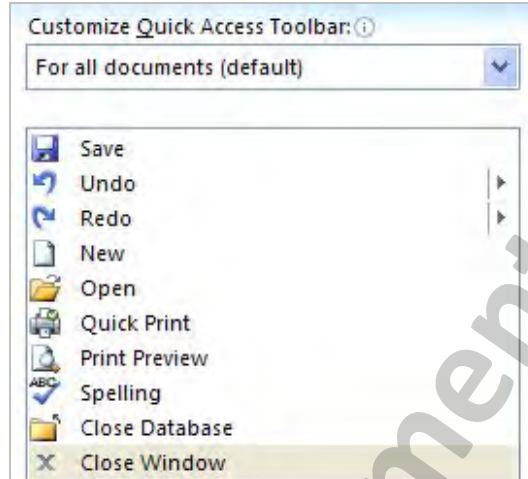
### Exercise 3




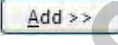
- 1 Click on the  to the right of the Quick Access Toolbar and select *More Commands...*.  
The Access Options dialog box will display, with the Customize option selected.




**Note** You could also click on the Office Button, click on , then select **Customize**.

- 2 Click on the **Choose Commands from:**  and select **All Commands**. The commands are listed in alphabetical order.
- 3 Scroll down the list 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 as shown on the right.

- 6 Click on OK to close the Access Options dialog box.
- 7 Click on the  of the Quick Access Toolbar and select **Show Below the Ribbon**.

The toolbar will display below the Ribbon, just above the document.


- 8 Click on the  again and select **Show Above the Ribbon** to restore it to its original position.

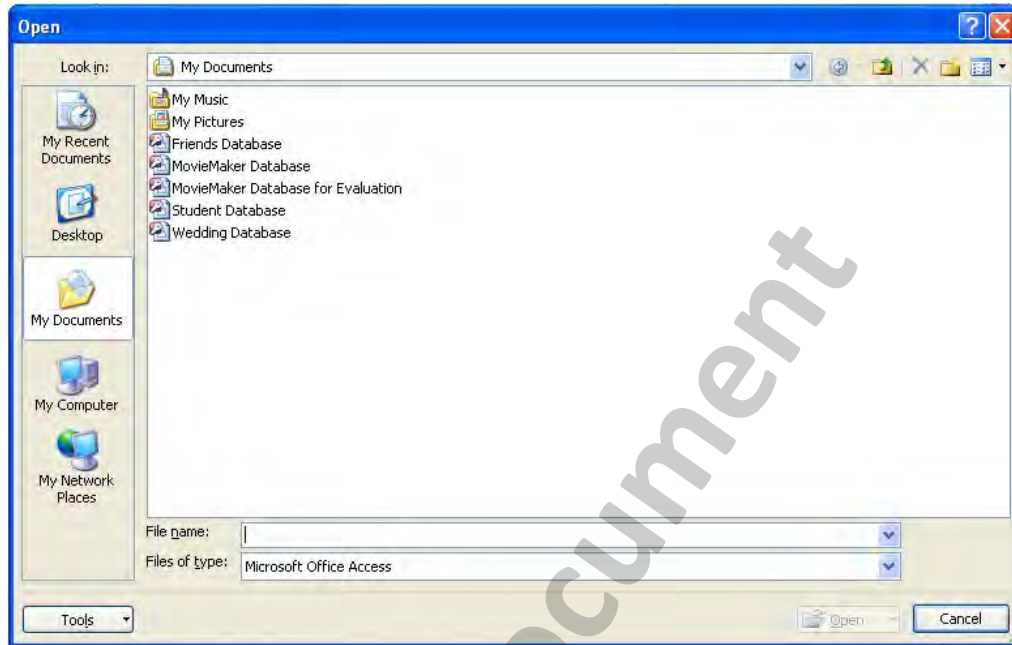


The commands that you have just added in the two previous exercises will be used throughout the remainder of this book.

# Opening a Database

## Exercise 4

- 1 Click on the Open button  on the Quick Access Toolbar to open an existing database.  
The Open dialog box will display existing database files.

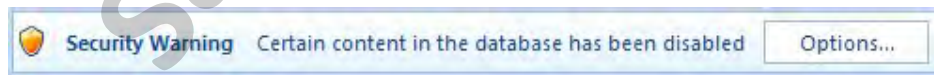


Open Dialog Box


- 2 Click on the **MovieMaker Database**.
- 3 Click on .

Access 2007 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 2007 may try to warn you about this.

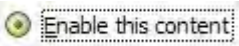
Unless your security settings are already set to the lowest level, Access 2007 may display the following security warning when you click on Open.





- 4 Click on  to display the following dialog box.



- 5 Click on ; the Moviemaker Database is clear of viruses.
- 6 Click on OK to continue.

The database is now enabled so it can be accessed.

## Security Settings

Security settings can be changed from High to Medium or Low but we recommend that you continue enabling content when you open a database instead of changing the security as this could be hazardous to your computer.

It is your responsibility to look after the security of your computer by using and maintaining up to date anti-virus software.

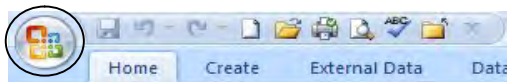
### MovieMaker Database

The database that has been opened is a simple flat file database designed to keep track of videos in 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

## Using the Office Button



The Office Button is located at the top left of the screen. You can think of the Office Button as being very similar to the old File menu in previous versions of Microsoft Access.

### Exercise 5

- Click on the Office Button



A menu with commands for working with your *files* will display, eg to open a database, create a new one, or to save or print the file you are working on.

### Recent Documents

The menu will also display a list of the databases that you have been working on most recently. Click on a database name to open it again.

If you haven't used Access 2007 before, the Recent Documents list will be empty.

### Sub-menus

A menu item with an arrow next to it has extra options that you can select from a sub-menu. Point to the menu item to display the sub-menu.

The Print sub-menu shown here allows you to choose between Print, for selecting printing options, Quick Print, to send the whole document straight to your default printer, and Print Preview.


The Save As sub-menu includes options for saving in different database formats.

It also gives you options to save the current database object as a new object.

### Closing a Database

Use the Close Database button you added to the Quick Access Toolbar or the option at the bottom of the menu to close the database you are working on, if you want to keep Access 2007 open for other work.

### Closing Access 2007

In Access 2007, clicking on the Close button  at the top right of the screen will close Access down completely.

