



Microsoft  
Access

# General Introduction

Welcome to your Oxford Open Learning **Microsoft Access**<sup>®</sup> course! This course is designed to introduce you to the key skills in Access<sup>®</sup>, whether you use the program on its own or as part of the Microsoft Office suite.

Although the course is geared to the Office 2000 and Office XP versions of Microsoft's popular database program, nearly all of the techniques are relevant to other versions of Access<sup>®</sup>.

## Microsoft Office User Specialist (MOUS) Examinations

This course will be of practical benefit to anyone who has to use Access<sup>®</sup> (or indeed any good database program) on a regular basis but it is also designed to prepare students for Microsoft Office User Specialist (MOUS) examinations. The Access<sup>®</sup> exam can be taken all over the world and it is a hands-on simulation designed to show that you possess the necessary skills in Access<sup>®</sup>.

If you complete the OOL course, you should be in a position to pass this exam. You would gain a certificate (Microsoft Office User Specialist: Microsoft Access) which is recognised the world over.

Please note that this course goes a little beyond the requirements of the MOUS syllabus in certain areas but it does *not* cover *all* the skills that are possible in Access<sup>®</sup>. Nor does the course cover all the requirements of the MOUS Expert exam which is designed for specialist users of the Program.

MOUS exams can be taken at any time of year at a large number of local centres. Look in your local telephone directory or visit the large number of MOUS sites on the Internet. The fee varies a little from one centre to another.



## Contents of the Course

The course is divided into 22 separate lessons, as follows:

1. Introduction to Microsoft Access®
  2. Starting Access®
  3. Creating a Table
  4. Manipulating Data
  5. Using AutoForm
  6. Table Columns
  7. Designing a Relational Database
  8. Working with Related Tables **TMA A**
  9. Creating Queries
  10. Queries: Criteria
  11. Advanced Queries **TMA B**
  12. Forms
  13. Reports
  14. Masks and Filters
  15. Access® and the Internet **TMA C**
- Glossary

## How to Proceed

The lessons vary in length but most are designed to be covered in a single sitting. Depending on your experience of the Windows operating environment and database, you may find that the early lessons cover topics which are already second nature to you. If so, please go on to the more advanced lessons later in the course.

The first page of each lesson states the aims of the lesson and places it within the context of the course as a whole. The Aims section looks like this:

### Aims

The aims of this Introduction are to enable you to:

- understand how to proceed with the course

The Context links each lesson with the rest of the course:

### Context

You should keep this Introduction close to hand as you work through the course.



Each lesson introduces you to the topic at hand very carefully and tries to elain why particular skills are needed, what benefits there are, etc. The aim is that you should *understand*, not simply be able to follow a series of numbered steps - although those are given as well!

Wherever possible, the description of each technique is enhanced by a **screen shot** or two. A screen shot is a picture of what you should actually see on the screen at an intermediate stage in your work. This will enable you to work out exactly where you are going wrong (if you do) and look at the previous stage more carefully.

At the end of the lesson, there is normally a **quick quiz** which is a series of simple questions covering the content of the lesson. You can answer them out loud or jot the answers down in your notebook for future reference. If there are any that you find hard, it is a sure sign that you should go back over the content of the lesson.

Finally, most lessons conclude with one or more **exercises** and/or a **Tutor-marked Assignment**. These are practical exercises that ask you to go through a series of instructions on screen, preparing or editing a document. This practice will certainly help you if you go on to take the MOUS examination.

Answers to revision exercises at the end of Lessons 15 are to be found on an accompanying CD-ROM. As soon as you have finished the exercise, open the corresponding file in the CD-ROM's Access folder and compare your work with the model answer given. Answers to the exercises and TMAs are not to be found on the CD-ROM but will be available to you after you have submitted your assignment for marking.

## Procedures for Tutor-marked Assignments

These procedures only apply if you have enrolled directly with OOL. If you have enrolled through a different organisation, different procedures may apply.

Tutor-marked Assignments (TMAs) are useful for a number of reasons. They provide you with extra practice in relevant skills and they enable a tutor to check your progress and identify any specific problems. If you have studied effectively, you may well score 100% as the TMAs are no more difficult than the revision exercises.

If you complete all the assignments but do not wish to proceed to a MOUS exam, you may be eligible for an OOL certificate. You will need to score at least 80% in each TMA. This is an alternative to MOUS and



you will need to make a written application to OOL if you want such a certificate to be awarded.

## How to use the Accompanying CD-ROM

You should also find a CD-ROM supplied for use with this pack. This contains useful files to save you typing in new text or data for your tutor-marked assignments.

You will, of course, need a CD-ROM drive to get the benefit from this. Do not worry if you have not got one. The course is perfectly satisfactory without it. In most cases, you will already know whether you have completed an exercise correctly.

Assuming you do have a suitable CD-ROM drive, the procedure is as follows:

1. Insert the CD into your CD-ROM drive, blank side downwards
2. If it does not display its contents automatically, you may need to double-click the relevant icon in the 'My Computer' folder
3. Open the Microsoft Office folder
4. Open the Access folder
5. Select the file you wish to look at
6. The necessary software (Excel, Word or Access) should run automatically.

Do not worry if there are slight differences with your own work. This may be due to slight differences in program settings. You may choose to copy the files from the CD-ROM to a different location.

## Other Examinations

MOUS standards are also tested by a number of other examination bodies. You may find it makes more sense to take the test set by a different body.

In particular, this course will prepare you for the **BTEC Intermediate Certificate in IT Desktop Skills**. BTEC is a division of Edexcel, one of the UK's three main examination bodies. To gain a BTEC Certificate, candidates must choose and pass *three* out of these five units:

- Using Databases for Business
- Using Spreadsheets for Business
- Using Word-Processing for Business
- Using Presentations and Graphics for Business
- Using E-mail and the Internet for Business



Working through the OOL modules in Word®, Excel® and Access® would give you the necessary skills to gain the Certificate. You can either take three BTEC units or ask for the MOUS (or ECDL) equivalents to be credited instead.

For further information about the BTEC Certificate, write to Edexcel Publications, Adamsway, Mansfield, Notts NG18 4FN or contact Edexcel by e-mail: ([enquiries@edexcel.org.uk](mailto:enquiries@edexcel.org.uk)).

The **European Computer Driving Licence** (ECDL) is another way of having your skills recognised. To gain an ECDL, applicants must pass *one* theoretical and *six* practical tests, as follows:

1. Basic concepts of Information Technology
2. Using the computer and managing files
3. Word Processing
4. Spreadsheets
5. Database
6. Presentation
7. Information and Communication

Again, study of this OOL module will give you the skills to tackle the relevant practical test. You can work your way through the list, registering each success on your European Computer Skills Card (ECSC), recognised around Europe and beyond.

For further information about the ECDL, contact ECDL Foundation, 107, The Windmill, Sir John Rogersons Quay, Dublin 2, Ireland (e-mail: [info@ecd.com](mailto:info@ecd.com)).

Good luck with your course!