

BACHELOR OF SOCIAL WORK

SEMESTER VI (CURRICULUM)

SWS 616 COMPUTER APPLICATION

Unit 606.1 Database and its Objects

- Introduction Access Database including Table,
- Query, Form, Reports, Macros and modules, Page
- Creating Database
- Working with data including inserting, modifying and deleting Records.
- Navigating Database including records, find and replace
- Access Data types
- Object naming rules
- Normalization of table
- E.F. Codd rules

Unit 606.2 Tables

- Creating tables through wizard and design view, datasheet view
- Understanding field Properties : Field size, Input task, format
- Indexed, Required, Allow zero length, Validation rule, Validation Text
- Caption , Default Value
- Working with primary keys, Foreign keys, composite key and candidate key
- Defining relationship and setting up the referential Integrity
- (Cascade update & Cascade Delete)
- Importing Exporting and linking objects with another application

Unit 606.3 Queries and forms

- Understanding and creating different queries including select,
- Action (append, delete, update, make-table), using wizard (cross tab query, Find duplicate query)
- Parameter query
- Understanding and implementing calculations in queries
- Understanding forms and its properties
- Creating forms through different ways including wizard and design view
- Understanding and implementing necessary controls and their properties available in access
- Creating multiple tables and linked forms (Sub form)

- Adding calculated controls into form,
- Validating data and restricting data access
- Creating switch board
- Creating charts and pivot table and reports
- Free Standing chart
- Embedded chart

Unit 606.4 Reports and data access Pages and Macro

- Understanding reports basics,
- Creating reports through wizard and design view
- Sorting and grouping the Report
- Adding calculated controls into report
- Understanding and designing data access pages
- Static page and dynamic page
- Understating and designing macros
- Utilizing macro with form reports
- Conditional macro and macro errors

Unit 606.5 Practical

- Practical Exercise of Unit1 to Unit4