

Computer Fundamental series – Using Databases (MS Access 2016)

Course Objectives

This Using Databases course is for anyone who needs to understand the concept of a database, demonstrate competence in using a database and understand what a database is and how it is organised and operated

This course covers the key skills needed to create a simple database and view the database content in various modes, create a table; define and modify fields and their properties, enter and edit data in a table, sort and filter a table or form; create, modify and run queries to retrieve specific information from a database. Understand what a form is; create a form to enter, modify, and delete records and data in records and create routine reports and prepare outputs ready for distribution.

Estimated Course duration is 2 - 3 hours. Each lesson takes on average 3-5 minutes to complete.

Understanding Databases

- Understanding Databases
- Database Organisation
- Field Properties
- Keys and Indexes
- Database Relationships
- Database Operations

Using the Application

- Working with Databases
- Creating Databases
- Accessing Commands
- Using the Help Function - **UPDATED**
- Working with Objects
- Navigating and Sorting - **UPDATED**

Tables

- Adding, Editing and Deleting Records
- Creating Tables
- Creating Validation Rules
- Modifying Tables

Retrieving Information

- Searching Databases
- Filtering Database Data
- Creating Queries
- Adding Criteria
- Editing Queries

Objects

- Creating Forms
- Modifying Forms

Outputs

- Creating Reports
- Modifying Reports - **UPDATED**
- Exporting Data - **UPDATED**
- Printing Tables, Queries, Reports and Forms

NOTE:

**SOME LESSONS HAVE BEEN UPDATED
IN LINE WITH ICDL CHANGES**