

ECDL Advanced Databases (Access)

Module Goals

Advanced Database requires the candidate to understand key database concepts and use a relational database application to create an advanced database structure and outputs. The candidate shall be able to:

- Understand key concepts of database development and usage.
- Create a relational database using advanced table creation features and complex relationships between tables.
- Design and use queries to create a table, update, delete and append data. Refine queries using wildcards, parameters and calculations.
- Use controls and subforms to enhance forms and improve functionality.
- Create report controls to perform calculations. Create subreports and enhance report presentation.
- Enhance productivity by working with macros and use linking and importing features to integrate data.

Module Chapters

1. Database Concepts
2. Tables & Relationships
3. Queries
4. Form
5. Reports
6. Enhancing Productivity

Additional Course Information

Estimated learning time: 45 hours

Versions available: 2003, 2007, 2010, 2013, 2016

Software needed: Microsoft Office Professional

Examinations: 1 hour, mock test available

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

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Progression Options

Certificate IT User Skills (ECDL Advanced) - all 5 advanced modules.

ECDL Advanced Spreadsheets

ECDL Advanced Word Processing

ECDL Advanced Presentations

ECDL Advanced Improving Productivity

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



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