

Databases Level 1

Module Goals

This module sets out essential concepts and skills relating to basic databases using Microsoft Access. Successful candidates will be able to:

- Identify how information is stored in a database: tables, forms, queries and reports.
- Be able to create a new database and save it observing any local guidelines and conventions
- Understand that each field in a database table will contain one specific type of data: text, number, date/time, yes/no.
- Use the find and replace commands to locate and amend data in a database table.
- Create a simple query using single criteria.
- Know how to produce database reports to suit different purposes, audiences and needs.
- Understand data entry error messages: field size, data type, validation, duplicate records, incorrect format.

Module Chapters

1. Introduction to Database Software
2. Storage and Retrieval
3. Enter and Edit Data in a Database
4. Retrieve and Display Records
5. Run Database Reports
6. Finalise and Print Out Database Items

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Presentations Level 1

Improving Productivity Using IT Level 1

Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

Online Essentials Level 1



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