

Databases Level 2 (Access)

Module Goals

This module sets out essential concepts and skills relating to understanding the concept of a database and demonstrating competence in using a database. Successful candidates will be able to:

- Understand what a database is and how it is organized and operated.
- 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 and create a form to enter, modify and delete records and data in records.
- Create routine reports and prepare outputs ready for distribution.

Module Chapters

1. Understanding Databases
2. Using the Application
3. Tables
4. Retrieving Information
5. Objects
6. Outputs

Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

Databases Level 2 (Access)

Progression Options

Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Spreadsheets Level 2

Presentations

Improving Productivity Level 2

ECDL Advanced Databases

Microsoft Office Specialist



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