



Database Software - Level 2

Description

Looks at creating and modifying tables, queries, forms and reports, and preparing outputs ready for distribution, as well as learning to relate tables and retrieve and manipulate information using query and sort tools.

Skills Required

Suitable for existing Microsoft Access users seeking to improve their understanding and knowledge to produce effective, powerful and robust databases. This course follows on from our Level 1 course and is full of shortcuts and tips.

Units

- ◇ Getting started with Microsoft Access
- ◇ Tables
- ◇ Data Input and Selection
- ◇ Editing a Database
- ◇ Printing
- ◇ File Management
- ◇ Queries
- ◇ Reports
- ◇ Searching
- ◇ Using a Comparison Operator

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

**Riverside Innovation Centre,
1 Castle Drive,
Chester CH1 1SL**

www.cdsacademy.co.uk



Database Software Level 2 Course Content

Getting started with Microsoft Access

- Introduction to Database
- Opening a Database file
- Closing a Database file
- Using Help
- Working with the Ribbon
- Customising the Quick Access Toolbar

File Management

- Creating and saving a database
- Rename a database
- Deleting a database

Tables

- Fields, Data Types and Properties
- Indexing records
- Use a Primary Key

Data Input and Selection

- Amending records using the Table View
- Adding records
- Deleting records
- Using data fields

Editing a Database Table

- Sort
- Use field selectors and data types
- Find and replace

Relationships

- Create a one-to-one relationship
- Create a one-to-many relationship
- Delete a relationship

Queries

- Use Criteria Operators => < <>>= <=
- Sort, Run and modify a Query
- Hide a Query
- Delete a field from a Query
- Print a Query

Forms

- Navigate a Form
- Modify a Form
- Use Tab Order
- Print a Form
- Delete a Form

Reports

- Sort a Report
- Use Summary options (Sum, Avg, Min or Max)
- Editing a Report
- Moving a Field
- Change Sort order
- Delete, edit and move an Object
- Format a Report



Email: info@cdsacademy.co.uk

Tel: 01244 515525

Website: www.cdsacademy.co.uk

Address: Riverside Innovation Centre,
1 Castle Drive,
Chester CH1 1SL