



Database Software - Level 3

Description

Helps the learner to get more from database applications, by using the many advanced tools available to better organise and manage information. This course covers: create databases, design tables and set field properties, perform advanced queries, create and amend relationships, change field properties, create forms and form controls, create reports and grouped reports, import and export data, create action queries and create and run macros.

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 2 course and is full of shortcuts and tips.

Units

- ◇ Creating a New Database and Table
- ◇ Queries
- ◇ Relationships
- ◇ Field Properties
- ◇ Forms
- ◇ Reports
- ◇ Import and Export Data
- ◇ Macros

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.

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Database Software Level 3 Course Content

Creating a New Database and Table

- Creating a new database
- Designing a Table
- Using Field Properties
- Entering records in Datasheet View

Queries

- Using Wildcards in a Query
- Sum , Count,
- Not and Null Queries
- Group by
- Using Mathematical Operators
- Average Values
- Maximum and Minimum Values
- Calculated Fields in Queries
- Parameter Queries

Relationships

- Applying a Primary Key
- Applying Relationships
- Creating other Relationships
- Querying Related Tables
- Applying Joins
- Referential Integrity
- Updating and deleting records
- Viewing a Subdatasheet

Field Properties

- Lookup Fields
- Format Field Properties
- Default Values
- Setting a mandatory field
- Validation rules/text
- Input Masks

Forms

- Form Wizard, Subform Wizard and Manual
- Linking Forms
- Multiple Table Forms
- Calculated Fields
- Command Button
- List and check boxes

Reports

- Grouped Reports: Wizard
- Grouped Reports: Manual
- Calculated Fields
- Calculating Percentages
- Report Headers & Footers
- Printing Reports

Import and Export Data

- Importing and exporting Data
- Linking Data

Macros

- Macro Actions
- Create a new Macro
- Create a Macro to a Control
- Create a Macro from a Control
- Multiple Action Macros
- AutoExec Macro



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