



Database Software - Level 1

Description

Introduces learners to basic database software tools, enabling them to enter information, set up single tables and retrieve information by running database queries.

Skills Required

Suitable for people who are self taught or have little or no experience of using Microsoft Office Access. You will need experience with using a computer, keyboard and mouse.

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.

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Database Software Level 1 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

Tables

- Use the Table Wizard
- Fields, Data Types and Properties

Data Input and Selection

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

Editing a Database

- Search and replace
- Search using two criteria
- Widening columns
- Using Headers and Footers

Printing

- Using Print Preview
- Printing records
- Printing in landscape

File Management

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

Queries

- Create a query
- Run a query using one criteria
- Sort a query

Reports

- Creating Reports
- Report Wizard
- Printing Reports

Using a Comparison Operator

- Greater than
- Less than
- Equal to
- Greater than and equal to
- Less than or equal to



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