



ICDL Professional
Professionals Occupational Effectiveness

The Databases module sets out essential concepts and skills relating to understanding the concept of a database and demonstrating competence in using Microsoft Access.

Understanding the structure of a database and being able to carry out common tasks using a standalone database is an important competence for those who deal with large sets of data. The Using Databases module covers the definition of a database and how it is organised, table creation and linking, as well as filters, queries, forms, and reports.

Develop the essential skills needed to manage and use information in a database application

Objectives

- Understand what a database is and how it is organised.
- Create a simple database and view the database content in various modes.
- Create a table, define and modify fields, and create relationships between tables. Enter and edit data in a table.
- Use filters and queries to retrieve specific information from a database.
- Create a form to enter, modify, and delete records and data in records.
- Create routine reports and prepare outputs ready for print or electronic distribution.

Outcomes

- Covers the key skills needed to organise and operate a database.
- Can be applied to a range of database software from vendor packages to 'freeware'.
- Certifies best practices in effective database software use.
- Developed with input from computer users, subject matter experts, and practicing computer professionals from all over the world.

Key Courses

- Understanding databases
- Using the application
- Tables
- Retrieving information
- Forms
- Prepare outputs
- Outputs

**Certification Awarded
Upon Completion**