

Duration: 11 hours

Course level: Introductory

Delivery method: Online

Introduction

Databases can be used to organise and manage information for a range of critical functions such as sales management, stock control, customer service and marketing.

The ECDL (European Computer Driving Licence) is one of the most widely recognised computing qualifications. It's made up of seven separate sections, which together lead to the ECDL qualification, a certificate recognised by both public and private sector organisations.

The fifth course provides a comprehensive introduction to creating, using and maintaining your databases in Microsoft Access, and gives your employees the skills to sit for the relevant part of the ECDL qualification.

Who is the course for?

ECDL 5 – Databases is ideal for administrative staff, customer service personnel, managers and anyone whose role involves managing business data.

There are no entry requirements, but a basic understanding of spreadsheets and the ability to use a computer is expected. Ideally, users will have already completed the first four ECDL courses.

Those interested in working towards the ECDL qualification can buy all seven courses in a single ECDL bundle. This works out nearly £60 cheaper than buying each course separately. The required assessments for the qualification must however be purchased separately from an approved ECDL test centre. To pass the ECDL qualification, tests must be passed for all seven modules.

To get the most from this course access to Microsoft Access is advised. Those wishing to focus on a particular version of Microsoft Access may wish to choose from **Access 2000**, **Access 2003** and **Access XP** courses, although these courses do not link to the ECDL qualification.

What will you get from this course?

When you have completed this course, you will be able to:

- set up a database
- enter, edit and print data
- create, update and manage forms, queries and reports
- set field properties
- understand what a database is and why you might use one
- distinguish between flat-field and relational databases
- maintain a database and share data with other applications.

Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Starting with the basics, the course then tackles more advanced functions. The step-by-step approach and constructive feedback let you move through the course at your own pace.

A diagnostic test at the beginning of each chapter will highlight areas where this course will help to improve your knowledge. Real-life scenarios and interactive activities make learning relevant and enjoyable. Each module includes exercises to help consolidate your learning and check that you're ready to move on.

The course finishes with an interactive database project which you can complete in your own time. The project is based on realistic situations and gives you the opportunity to try out your new skills.

Course modules

- Getting Started with Databases
- Working with Data-entry Forms
- More About Queries and Reports
- Setting Field Properties
- Advanced Queries and Reports
- Maintaining a Database and Sharing Data
- Getting Information from a Database
- Creating Queries and Reports
- Setting Up a New Database
- Relating Tables in a Database
- Changing the Design of a Report

Does the course lead to a formal qualification?

This course, in conjunction with the six other courses featured in the ECDL Skills Suite, can be used to work towards the ECDL qualification. The required assessments for the qualification must be purchased separately from an approved ECDL test centre.

Other courses you might be interested in

ECDL 1 – Concepts of IT
ECDL 2 – Using Your Computer
ECDL 3 – Word Processing
ECDL 4 – Spreadsheets

ECDL 6 – Presentations
ECDL 7 – Electronic Communication
Analysing Information
IT Applications

Course code: 104080BT005

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