

Module overview – Using Databases

The Using Databases 6.0 module sets out essential concepts and skills relating to understanding the concept of a database and demonstrating competence in using a database application.

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 organized, table creation and linking, as well as filters, queries, forms and reports.

Module Outline

Category	Skill set
Understanding databases	<ul style="list-style-type: none"> • Key concepts • Database organisation • Relationships
Using the application	<ul style="list-style-type: none"> • Working with databases • Common tasks
Tables	<ul style="list-style-type: none"> • Records • Design • Relationships
Retrieving information	<ul style="list-style-type: none"> • Main operations

	<ul style="list-style-type: none"> • Queries
Forms	<ul style="list-style-type: none"> • Using forms
Outputs	<ul style="list-style-type: none"> • Reports, data export • Printing

What are the benefits of this module?

- 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 practice in effective database software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

Learning outcomes

On completion of this module the candidate will be able to:

- 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.

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- 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.

Training Duration

16 hours

Medium of Instruction

Instructor Led Class

Certification

Successful trainees will receive the internationally recognised ICDL Certificate upon completion of the course.