

# ICDL Module 5: ES WSQ - Perform Database Functions (Microsoft Access 2010 Fast Track) - Operations Level

## Course Aims

This course provides the basis for the practice-based test for ICDL Module 5 Database exam.

The exam requires the candidate to understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer. The module is divided in two sections; the first section tests the candidate's ability to design and plan a simple database using a standard database package; the second section requires the candidate to demonstrate that he or she can retrieve information from an existing database by using the query, select and sort tools available in the data-base. The candidate shall also be able to create and modify reports.

## Pre-requisites

An understanding of Windows / MS Access 2003/2007 will be an added advantage

Level	Duration	Time
Basic & Intermediate	2 Days / 16 Hours	9:00 am to 6:00 pm

### Module 1. Databases

- Database Principles
- Starting Access
- Menus and Toolbars
- Help
- Opening an Existing Database
- The Database Window
- Closing Tables, Databases and Access
- Revision
- Revision

### Module 2. Tables

- Moving Using the Mouse
- Moving Using the Keyboard
- Creating a New Database: Designing and Planning
- Creating A Table Structure
- Format Field Property
- Entering Data in a Table
- Defining a Primary Key
- Indexes
- Duplicates
- Editing Field Properties
- Validation Rules/Text
- Previewing and Printing a Table
- Printing From a Table
- Adding a New Field to an Existing Table
- Deleting a Table
- Revision
- Revision

### Module 3. Table Relationships

- Table Relationships
- Applying Relationships
- Referential Integrity
- Updating and Deleting Records
- Revision
- Revision

### Module 4. Editing

- Changing Column Widths
- Finding Specific Text
- Using Wildcards
- Editing Data

- Undo
- Further Editing
- Adding/Deleting Records
- Editing Shortcuts
- Revision
- Revision
- Revision

### Module 5. Sorting and Filtering

- Sorting Records
- Using Filters
- Filters: Excluding Selection
- Filter For
- Revision
- Revision
- Revision

### Module 6. Queries

- Querying a Table
- Selecting in Queries
- Sorting Query Results
- Saving Query results
- Printing Query Results
- Querying Related Tables
- Editing Queries
- Ranges of Values and Wildcards
- Non-Matches
- And Queries
- Or Queries
- Deleting a Query
- Revision
- Revision

### Module 7. Forms

- Forms
- AutoForm
- Form Wizard
- Designing a Form
- Editing Form Design
- Sorting & Editing Records
- Filtering in a Form
- Printing from a Form
- Deleting a Form
- Revision

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- Revision

## **Module 8.** Reports & Exporting Data

- AutoReport
- Grouped Report: Wizard
- Modifying a Report
- Other Calculations in Reports
- Printing from a Report

- Deleting a Report
- Exporting Data
- Revision
- Revision
- Revision

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