

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

Course Aims

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

The exam requires the candidate to understand the concepts of databases and demonstrate the ability to use advanced database features, form control and Macros.

Pre-requisites

Competency in Module 5: Perform Database Functions Operations Level will be an added advantage

Level	Duration	Time
Advanced	2 Days / 16 Hours	9:00 am to 6:00 pm

Module 1. Fundamentals

- Database Concepts
- Database Development
- SQL
- Creating a Database
- Creating Tables
- Revision

Module 2. Field Properties

- LookUp Fields
- LookUp a Table
- Default Values
- Setting a Mandatory Field
- Validation Rules/Text
- Input Mask
- Revision

Module 3. Queries

- Sum
- Count
- Average Values
- Maximum and Minimum Values
- Calculated Fields: Queries
- Parameter Queries
- Using Wildcards in a Query
- Revision

Module 4. Relationships

- Applying a Primary Key
- Applying Relationships
- One – To – One Relationship
- Many – To – Many Relationships
- Applying Joins
- Applying Self Joins
- Referential Integrity
- Cascade Options
- Revision

Module 5. Forms

- Main/SubForm: Form Wizard
- Main/SubForm: SubForm Wizard
- Main/SubForm: Manual
- Linking Forms
- Revision

Module 6. Forms Control

- Calculated Fields: Forms
- ComboBox1: Wizard

- Limit to List
- ComboBox2: Wizard
- ComboBox3: Wizard
- ComboBox: Manual
- Listboxes
- Checkboxes
- Option Groups
- Form Headers and Footers
- Command Button: Wizard
- Revision

Module 7. Reports

- Grouped Report: Wizard
- Grouped Report: Manual
- SubReports
- Calculated Fields: Reports
- Calculating Percentage
- Report Headers and Footers
- Printing Reports
- Revision

Module 8. Import and Link Data

- Importing Spreadsheets
- Importing Text Files
- Importing Tables
- Linking Data
- Revision

Module 9. Action Queries

- Append Queries
- Delete Queries
- Make-Table Queries
- Update Queries
- Revision

Module 10. Query Wizard

- CrossTab Query
- Find Duplicates Query
- Find Unmatched Query
- Revision

Module 11. Macros

- Create a New Macro
- Attaching a Macro to a Control
- Attaching a Macro to a Object
- Create Macros From Controls
- Command Button Macros
- Revision

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