

ECDL – Databases

Course length: 11 hours*

Course Code: 104080BT005

This course will help you to create, organise and manage information within a business database.

It can help you to work towards formal assessment for the nationally recognised ECDL qualification.

Benefits for the Learner

A computerised database can store huge amounts of data and it lets you find the information you need quickly and easily. So whether you need to stay in touch with customers, control stock levels or keep tabs on competitors, developing the skills to set up and manage a database can really help you keep on top of information at work.

This course shows you exactly what a database is and the sorts of tasks it can be used for. You'll learn how to store data, how to add, amend and delete data and how to sort and order data so that the information you need is always at your fingertips. You'll also discover how to create reports and present or share the information in your database in a well laid-out and professional way.

Benefits for the Business

Does your business suffer from "information overload"? Many managers waste valuable business time collecting information that can't be used effectively or searching for information that has been stored inefficiently.

This course will give your managers the skills to use the powerful tools within Microsoft Access database software to keep critical business information accurate and up to date, to organise and manage business information more efficiently and to take more informed business decisions.

What You Get From This Course

Having completed this course, you will be able to:

- Understand what a database is and why you might use one
- Create a new database and add, edit, import and print data
- Create and modify forms, queries and reports
- Create and manage a relational database
- Maintain a database and share data with other applications

What Does the Course Cover?

- Getting started with databases
- Getting information from a database
- Working with data-entry forms
- Creating queries and reports
- More about queries and reports
- Setting up a new database
- Setting field properties
- Relating tables in a database
- Advanced queries and reports
- Changing the design of a report
- Maintaining a database and sharing data

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

*Courses are accessible for six months from the date of purchase.