

Course Code	How will I do this course?	Level	How long will this course take?
100564IC004	This course is delivered using a printed workbook and CD-ROM with assignments taken from the internet (MS2000 version)	One	11 hours 30 minutes



**This course can help you work towards a formal assessment for a recognised qualification: OCR New CLAIT**

### Description

Make the most of your data by mastering a database program. Having information is one thing, being able to use it efficiently is another. Do you want improve how you store, retrieve and use your data? If you do, you need to complete this course, where you will be introduced to Microsoft Access, a market leading database program.

This course includes activities to develop and practise skills, including entering information into a database and maintaining and extracting information from a database. You will be shown how to get started with Access, to create and save a new table of data, how to store, edit, sort, filter and search for data.

The course consists of a workbook, a CD-ROM and downloadable Consolidation Assignments. You can tackle the various skills in individual short sections or in groups depending on what you are most comfortable with.

Practise makes perfect, so your new found skills will be reinforced by regular consolidation exercises found in the workbook and by assignments. To ensure you gain the best possible benefit from this course you will receive feedback on your three consolidation assignments from your tutor.

The course has been designed for learners with Microsoft Access 2000, but learners with Microsoft Access 97 should have no problems following the course.

### What will I learn?

**On completion of this course you should be able to:**

- Identify and use database software correctly
- Enter and edit data accurately
- Create simple queries or searches on one or two criteria
- Present selected data sorted alphabetically, numerically and by date
- Manage and print database files

### What skills do I need to go on the course?

The course assumes the learner can use windows, menus and dialogue boxes, enter text and use the keyboard.

### Course modules

- Beginning to work with databases
- Get started with Microsoft Access
- Create and save a new table structure
- Store information in a table
- Print a database
- Add and delete records
- Amend data in a table
- Add and delete fields
- Change field names
- Use queries to sort data
- Search a database using queries
- Search a database using multiple criteria
- Use filters

Version 2 December 2004