



ICDL - Module 5 - Database

Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 5 – Database
Content Provider:	Software Educational Resources Limited (SERL)

Overview

Database, requires the student to understand some of the main concepts of databases and demonstrate the ability to use a database on a computer. The student shall be able to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution. The student shall be able to relate tables and to retrieve and manipulate information from a database by using query and sort tools available in the package.

**The current ICDL Module 5 Syllabus is based on database software that uses a relational data model implementation.*

Content Outline

Databases

- Introduction
- Database Makeup
- Types of Database
- Linking Tables
- Relationship Types

Microsoft Access

- Starting Access
- Microsoft Access Window
- Toolbars
- The Task Pane

Exploring a Database

- Opening a Database
- Database Window
- The Objects Bar
- The Database Table
- Manipulating Data
- Finding Records
- Adding, Editing and Deleting Records
- Printing Records
- Closing a Database

Form Basics

- Using a Database Form
- Adding, Editing and Deleting in a Form
- Manipulating Data within a Form

Basic Queries, Reports and Help

- Creating a Query
- Defining a Query
- Creating a Report
- Help

Planning Relational Databases

- Tables and Primary Keys
- Relationships and Foreign Keys
- Database Fields
- Data Types
- Form Design

Creating a Database

- Creating a Database
- Creating a Table
- Primary Key and Saving
- Viewing a Table

Enhancing Tables

- Field Properties
- Captions
- Lookup Wizard
- Input Masks and Validation
- Entering Data
- Columns
- Date Formats and Default Values
- Indexing

Relationships

- Relationship Theory
- Creating Relationships

Forms

- AutoForms
- Entering Data
- Form Views
- Form Design View
- Controls
- Headers and Footers
- Form Wizard and Printing
- Subforms

Queries

- Types of Queries
- Simple Query Wizard
- Design View
- Modifying a Query
- Multiple Criteria

Reports

- Creating a Report
- Report Design View
- Summary Reports
- More Report Options

Certification/Qualifications

This ICDL module prepares students to sit the 'Database' external assessment. See <http://www.icdl.gen.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the 'Database' module is thirty (30) hours.