Intermediate Module - Using Databases

This module allows candidates to understand the concept of a database and demonstrate competence in using a database.

On completion of this module the candidate will be able to:

- Understand what a database is and how it is organised and operated.
- Create a simple database and view the database content in various modes.
- Create a table; define and modify fields and their properties; enter and edit data in a table.
- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- Understand what a form is; create a form to enter, modify, and delete records and data in records.
- Create routine reports and prepare outputs ready for distribution.

**WHAT ARE THE BENEFITS OF THIS MODULE?**

- Covers the key skills needed to organise and operate a database.
- Can be applied to a range of database software from vendor packages to 'freeware'.
- Certifies best practice in effective database software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

**HOW DO I GET STARTED?**

To find out more about this module and to locate your nearest accredited test centre, please visit icdl.org/programmes.

**SYLLABUS OUTLINE**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SKILL SET</th>
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| Understanding Databases         | • Key Concepts  
                                  | • Database Organisation  
                                  | • Relationships  
                                  | • Operation                                      |
| Using the Application           | • Working with Databases  
                                  | • Common Tasks                                      |
| Tables                          | • Records  
                                  | • Design                                           |
| Retrieving Information         | • Main Operations  
                                  | • Queries                                          |
| Objects                         | • Forms                                           |
| Outputs                         | • Reports, Data Export  
                                  | • Printing                                         |