



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 [www.ecdl.org/programmes](http://www.ecdl.org/programmes).

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Understanding Databases	<ul style="list-style-type: none"> <li>• Key Concepts</li> <li>• Database Organisation</li> <li>• Relationships</li> <li>• Operation</li> </ul>
Using the Application	<ul style="list-style-type: none"> <li>• Working with Databases</li> <li>• Common Tasks</li> </ul>
Tables	<ul style="list-style-type: none"> <li>• Records</li> <li>• Design</li> </ul>
Retrieving Information	<ul style="list-style-type: none"> <li>• Main Operations</li> <li>• Queries</li> </ul>
Objects	<ul style="list-style-type: none"> <li>• Forms</li> </ul>
Outputs	<ul style="list-style-type: none"> <li>• Reports, Data Export</li> <li>• Printing</li> </ul>

