

ECDL / ICDL Advanced Database (Module AM5)

Anybody who works with databases on a regular basis already knows just how useful they can be for managing and analysing large quantities of information. Thanks to database applications we can structure and manage large amounts of data and manipulate it to extract valuable information.

But did you know that most database applications have advanced features that allow one to carry out more complex functions that can further enhance the quality of one's work and save time – if one has the skills to use them!

As a certified ECDL / ICDL Advanced Database Candidate, one can:

- Produce better reports with deeper data analysis
- Produce higher quality management information
- Use advanced features in table, query, form and report design
- Use macros within the database application
- Import, export and link data

What does ECDL / ICDL Advanced Database cover?

The main areas covered in the ECDL / ICDL Advanced Database (AM5) Syllabus are:

1. Table Design:

With the ECDL / ICDL Advanced Database certification you can prove your mastery of many advanced table design tools within database applications.

Acquire the skills to use field and column features to apply and modify data types and to create and edit lookups, validation rules, input masks, default values and set mandatory data fields.

Demonstrate your skills in using relationships and joins to collect data from different tables and place them into a single form, report or query.

2. Query Design:

The ECDL / ICDL Advanced Database syllabus covers a wide range of valuable advanced query design options that allow you to:

- Extract clear, accurate information from databases by using powerful crosstab and wildcard queries to convert large quantities of information into useful formats
- Create and use queries to update data in a table, delete records in a table, save selected information as a table or append records to a table
- Use query formulas to group information and/or use functions in a query
- Use functions available to refine queries into meaningful, relevant management information.

3. Form Design:

- Use the control functions to create bound and unbound controls
- Create and edit a combo box, list box, check box and option groups
- Create arithmetic and logical expression controls and set sequential order controls on a form and create and modify sub-forms

4. Report Design:

- Use calculation functions to create arithmetic, logical or calculation controls in a report
- Calculate percentages in a report
- Create running summaries and use formulae or expressions for calculation purposes in a report
- Use the presentation features of the application to modify report design

5. Macros:

Record and run simple macros and assign a macro to a form, report or control.

6. Import, export and link data:

Use the powerful data management tools of the database application to import and export text, spreadsheets, csv, dBASE or Paradox files into a database or to link external data to a database.