

EUROPEAN COMPUTER DRIVING LICENCE MODULE AM5, DATABASE, ADVANCED-LEVEL



ECDL Advanced



ICDL Advanced

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Note: The official version of the ECDL Module AM3, Word Processing, Advanced - Level, Syllabus is the version published on the ECDL Foundation Web site.

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MODULE AM5, DATABASE, ADVANCED - LEVEL

The following is the Syllabus for Module AM5, *Database*, Advanced - Level, which provides the basis for the practice-based test in this module domain. The Syllabus for Module AM5 is over and above the skills sets and underpinning the knowledge contained within the ECDL Module 5, *Database*, Version 4.0 Syllabus or earlier. The advanced level designation for Module AM5 anticipates that the candidate has already mastered the Skill Sets and acquired the knowledge outlined in Module 5 of ECDL Syllabus Version 4.0 or earlier.

Module Goals

Module AM5 Database, Advanced – Level, requires the candidate to operate effectively at more than a basic level of competence and be able to realise much of the potential of the database application. The candidate shall be able to use the database to organise, extract, view and report on data using what are deemed to be advanced data management skills. The candidate shall understand the variety of ways that data can be related and organised. In addition the candidate shall be able to run and record simple macros and to import, export and link data.

CATEGORY	SKILL SET	REF.	TASK ITEM
AM5.1 Table Design	AM5.1.1 Fields, Columns	AM5.1.1.1	Apply, modify data types such as text, memo, hyperlink, currency, date & time in a field, column.
		AM5.1.1.2	Understand the consequences of modifying data types such as text, memo, hyperlink, currency formats, date & time in a field, column.
		AM5.1.1.3	Create, edit a lookup in a field, column.
		AM5.1.1.4	Create, edit a validation rule in a field, column.
		AM5.1.1.5	Create, edit an input mask in a field, column.
		AM5.1.1.6	Apply, modify default values in a field, column.
		AM5.1.1.7	Set a mandatory data field, column.
	AM5.1.2 Relationships/Joins	AM5.1.2.1	Understand the basis for creating a valid relationship.
		AM5.1.2.2	Create, modify a one-to-one, one-to-many relationship between tables.
		AM5.1.2.3	Understand and modify a many-to-many relationship between tables.
		AM5.1.2.4	Apply inner, outer and self joins.
		AM5.1.2.5	Apply and use referential integrity.
		AM5.1.2.6	Apply automatic deletion of related

CATEGORY	SKILL SET	REF.	TASK ITEM
			records.
		AM5.1.2.7	Relate/ join data when designing queries.
AM5.2 Query Design	<i>AM5.2.1 Query Types</i>	AM5.2.1.1	Create and use a query to update data in a table.
		AM5.2.1.2	Create and use a query to delete records in a table.
		AM5.2.1.3	Create and use a query to save the selected information as a table.
		AM5.2.1.4	Append records to a table using a query.
	<i>AM5.2.2 Query Formulas</i>	AM5.2.2.1	Group information in a query.
		AM5.2.2.2	Use functions in a query: sum, count, average, max, min.
		AM5.2.2.3	Use a crosstab query.
		AM5.2.2.4	Use wildcards in a query.
		AM5.2.2.5	Use arithmetic, logical expressions in a query.
	<i>AM5.2.3 Refine a Query</i>	AM5.2.3.1	Show duplicates.
		AM5.2.3.2	Show unmatched values.
		AM5.2.3.3	Show highest, lowest range of values in a query.
		AM5.2.3.4	Allow query input from a data prompt (parameter query).
		AM5.2.3.5	Refining queries using Null and NOT values.
AM 5.3 Form Design	<i>AM5.3.1 Controls</i>	AM5.3.1.1	Create bound and unbound controls.
		AM5.3.1.2	Create, edit a combo box, list box, check box, option groups.
		AM5.3.1.3	Create arithmetic, logical expression controls on a form.
		AM5.3.1.4	Set sequential order of controls on a form.
		AM 5.3.1.5	Insert data field to appear within form header, footers on the first page or all pages.

CATEGORY	SKILL SET	REF.	TASK ITEM
	<i>AM5.3.2 Subforms</i>	AM5.3.2.1	Create a subform and link to parent.
		AM5.3.2.2	Modify the subform to change records displayed.
AM5.4 Report Design	<i>AM5.4.1 Calculations</i>	AM5.4.1.1	Create arithmetic, logical calculation controls in a report.
		AM5.4.1.2	Calculate percentage calculation control in a report.
		AM5.4.1.3	Use formulas, expressions in a report such as sum, count, average, max, min, concatenate.
		AM5.4.1.4	Create running summaries in a report.
	<i>AM5.4.2 Presentation</i>	AM5.4.2.1	Insert a data field to appear within report header, footers on the first page or all pages.
		AM5.4.2.2	Force page breaks for groups on reports.
AM 5.5 Macros	<i>AM5.5.1 Record & Assign</i>	AM5.5.1.1	Record a simple macro (e.g.: close a form).
		AM5.5.1.2	Run a macro.
		AM5.5.1.3	Assign /attach a macro to a form, report, control.
AM 5.6 Import, Export and Link data	<i>AM5.6.1 Data Management</i>	AM5.6.1.1	Import text, spreadsheet, csv, dBASE, Paradox files into a database.
		AM5.6.1.2	Export data in spreadsheet, txt, dBASE, and Paradox formats.
		AM5.6.1.3	Link external data to a database.