City & Guilds Level 1 ITQ - Unit 119 - Database Software Using Microsoft Access 2013

By CiA Training Ltd.

CiA Training Ltd. Spiral bound. Book Condition: new. BRAND NEW, City & Guilds Level 1 ITQ - Unit 119 - Database Software Using Microsoft Access 2013, CiA Training Ltd., This training guide has been written specifically for the City & Guilds ITQ (IT Users) level 1 unit Database Software, which requires you to use a software application to create, edit and use a simple single table database. Each exercise in this guide has been designed to gradually build up your knowledge of Microsoft Access using a simple, user friendly, step-by-step approach. This unit requires you to demonstrate the skills and knowledge needed to create and maintain a single table in a database, to retrieve information from it using queries, and to produce simple reports. This guide provides you with the knowledge and techniques necessary to meet these learning outcomes. Data files to accompany this title are available to download from our website, which allow you to practise the many different software features covered.

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