

## ECDL Database Software Using Access 2013 (BCS ITQ Level 1)



Approved by BCS and ICS Skills. This training guide has been written specifically for the new ECDL unit Database Software (BCS ITQ level 1, syllabus 1.0). Each exercise has been designed to gradually build up your knowledge of Microsoft Access 2013 using a simple, step-by-step approach. You will learn how to create and maintain a single table in a database, retrieve information from it using queries, and produce simple reports. Data files to accompany this title allow you to practise the many different software features covered.

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