

# OCR Level 3 Itq - Unit 20 - Database Software Using Microsoft Access 2007



This training guide has been written specifically for the OCR Level 3 ITQ unit Database Software, which requires you to use a software application to create and edit a multi table relational 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 optional level 3 unit has a credit value of 6, and requires you to demonstrate the skills and knowledge needed to create and maintain multiple tables in a database, link them appropriately and retrieve information using queries and 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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