

Typical Database Practical Tasks

Open a database



Import Information into database (.CSV)



Amend database fields to match information



Add more records to database



Produce a query



Produce a report based on query results



Produce another query



Produce labels/summaries of information based on query results



Export information for use in other applications (Word, Excel etc)

Breakdown of Database Tasks

Import / Table Tasks:

- Set the **field names**
- Set **Data Types** (at advanced level)
- Change **field properties** (decimal places or Yes/No etc)
- Add **new records** (provided by test paper)

Import .csv file
as a text doc

Query Tasks:

- Add **calculated fields at runtime**
- Set **format of calculated field**
- Perform **search criteria**
- **Show / hide** fields
- Sort the **order of a field**

Queries are
always created
from the table

Report Tasks:

- Sort **order of a field**
- Select **portrait / landscape**
- **Resize fields** to fit the page
- Change **headings**
- Add **calculations** (=SUM, =AVG, =MAX, =MIN, =COUNT) to report footer
- Add **name and numbers** to page footer

Reports are **always**
created from the
corresponding query