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| **Minor Award Name** | Database Methods |
| **Minor Award Code** | 5N0783 |
| **Level** | 5 |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Typical uses of databases | Website  Website | Brief examples of database uses  How databases are used in the real world – small article with examples | [www.teach-ict.com](http://www.teach-ict.com)  [www.ehow.com](http://www.ehow.com) | <http://www.teach-ict.com/gcse_new/databases/uses_of_databases/miniweb/index.htm>  <http://www.ehow.com/about_5447556_databases-used-real-world.html> |
| Database concepts | Website  Website | Database design basics  Online article – introduction to databases | Microsoft  GCFLearnFree.org | <https://support.office.com/en-us/article/Database-design-basics-eb2159cf-1e30-401a-8084-bd4f9c9ca1f5>  <http://www.gcflearnfree.org/access2010/1.2> |
| Purpose of query views as design, datasheet, SQL, pivot table and pivot chart | Website  Website  Website  Website with Video  Video  Video  Video | What are queries? Good article with embedded instructional video.  Online article – Create Basic Select Queries. Step by step instructions.  Online article – Create PivotTable or PivotChart views in a database. Step by step instructions.  Online article and video  Creating a simple query in Access 2010  Create a pivot table  Create a pivot chart | GCFLearnFree.org  Microsoft  Microsoft  Microsoft  GCFLearnFree.org  HowTech.Office  HowTech.Office | <http://www.gcflearnfree.org/access2010/8.2>  <https://support.office.com/en-us/article/Queries-II-Create-basic-select-queries-08c1c8ec-51c7-46bb-8d74-501df24cad6a>  <https://support.office.com/en-us/article/Create-PivotTable-or-PivotChart-views-in-a-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752>  <https://support.office.com/en-au/article/Video-Pivot-your-data-in-Access-f3f72ecc-6550-4fbc-8775-5e48e88ade25?ui=en-US&rs=en-AU&ad=AU>    <https://www.youtube.com/watch?v=Mw0Ssxsv3TI>  <https://www.youtube.com/watch?v=ZgerpTHzQes>  <https://www.youtube.com/watch?v=uvtVxnvUAe0> |
| Performing routine operations including accessing records, entering and editing data, adding new records, searching, sorting, managing fields | Video  Video  Video  Video  Website  Video  Video  Video  Video  Video | Entering and Editing Data in an Access database  How to create a table  How to create a table in design view and assign a primary key  Editing records in a table  Sorting and Filtering Records instructions  How to sort, filter and search in Microsoft Access  Filtering Table Data  Find and Replace field values  Deleting records from a table  Adding a new field to a table and form in Microsoft access | GCFLearnFree.org  Lynda.com  HowTech.Office  O’Reilly Video Training  GCFLearnFree  HowTech.Office  O’Reilly Video Training  O’Reilly Video Training  O’Reilly Video Training  JonAWF | <https://www.youtube.com/watch?v=CKElUIiwe3U>  <https://www.youtube.com/watch?v=tMp7PaVu6M0>  <https://www.youtube.com/watch?v=9-j38-d3_zc>  <https://www.youtube.com/watch?v=z0ie9zqRBvU>  <http://www.gcflearnfree.org/access2010/7.3>  <https://www.youtube.com/watch?v=V22cMsIudFk>  <https://www.youtube.com/watch?v=rkT4BEZkCZI>  <https://www.youtube.com/watch?v=ueJtuIQYBz4>  <https://www.youtube.com/watch?v=RcAvThetz04>  <https://www.youtube.com/watch?v=KUl2FrgjorA> |
| Designing simple queries | Website  Video  Video  Video | Introduction to Queries  Creating simple queries in Access 2010  Creating simple queries in Access 2010  Access 2010: Getting started with queries | Microsoft  GCFLearnFree.org  Microsoft Access Tutorials and Training  jargonfreehelp | <https://support.office.com/en-us/article/Introduction-to-queries-2dadba46-37f9-4cd6-828a-46502a66c250>  <https://www.youtube.com/watch?v=Mw0Ssxsv3TI>  <https://www.youtube.com/watch?v=WxGKLfWIJTU>  <https://www.youtube.com/watch?v=jC6X_bVZvlo> |
| Creating forms | Website  Video  Video  Video  Video  Website  Website | Introduction to forms  Access 2010: Working with forms  Creating Forms in Access 2010 (includes sub-forms, combo boxes)  Setting Tab Order on a Form in Access 2010  Access 2010: Formatting Forms  Create a list of choices by using a list box or combo box  Add a check box control to show Yes/No values | Microsoft  Microsoft  GCFLearnFree.org  TeachUComp  GCFLearnFree.org  Microsoft  Microsoft | <https://support.office.com/en-us/article/Introduction-to-forms-e8d47343-c937-44e8-a80f-b6a83a1fa3ae>  <https://www.youtube.com/watch?v=rcY5Vq-O5Zc>  <https://www.youtube.com/watch?v=TxQIiSkzplg>  <https://www.youtube.com/watch?v=9u3KBSUeOLU>  <https://www.youtube.com/watch?v=DX0vI__-Bgs>  <https://support.office.com/en-IE/article/Create-a-list-of-choices-by-using-a-list-box-or-combo-box-70abf4a9-0439-4885-9099-b9fa83517603>  <https://support.office.com/en-IE/article/add-a-check-box-control-to-show-yes-no-values-4fa55fff-b3a0-4d03-a7a6-a2cfe4d03d4c> |
| Creating reports | Website  Video  Video  Video  Video | Introduction to reports  Access 2010: Creating Reports  How to format reports in Access  How to add total and sub-totals to a report in Access  Sorting and grouping data in access reports | Microsoft  GCFLearnFree.org  Lynda.com  HowTech.Office  TeachUComp | <https://support.office.com/en-ie/article/Introduction-to-reports-6e640524-3536-4ccc-83ed-7142d028440f>  <https://www.youtube.com/watch?v=8qZ4Z7-e6pI>  <https://www.youtube.com/watch?v=XYDdNjA3aBc>  <https://www.youtube.com/watch?v=YirlXOT6FOo>  <https://www.youtube.com/watch?v=oRRnyxfeQv4> |
| Importing data from external data sources (spreadsheets, text files, database files) | Website  Website  Website  Video  Video  Video | Export data from Access to Excel  Export Data to a Word document  Import or link to data in a text file  How to export file into Excel from Access  How to import Excel spreadsheets to Access databases  Getting External Data in Access (2007) | Microsoft  Microsoft  Microsoft  Microsoft  LearnAllYouCan  TeachUComp | <https://support.office.com/en-IE/article/export-data-to-excel-64e974e6-ae43-4301-a53e-20463655b1a9>  <https://support.office.com/en-IE/article/export-access-data-to-a-word-document-c1e28b16-e0b1-494b-8463-8ca8908a1354>  <https://support.office.com/en-IE/article/import-or-link-to-data-in-a-text-file-d6973101-9547-4315-a8f8-02911b549306>  <https://www.youtube.com/watch?v=ndnL7uzd8EE>  <https://www.youtube.com/watch?v=hTipXUHaR8s>  <https://www.youtube.com/watch?v=1cvlwe5_if0> |
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**Recommended Reading**

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| **Book** | **Link** |
| Microsoft Access 2010:Illustrated First Course  Step by Step Databases, Alan Dillon  Essential Computer Applications, Seamus O’Neill and Gerard Morgan  Microsoft Office 2010 Digital Classroom | <http://www.amazon.co.uk/Microsoft-Access-2010-Introductory-Friedrichsen/dp/B00E31GY2U/ref=sr_1_1?ie=UTF8&qid=1446474968&sr=8-1&keywords=access+2010+microsoft+illustrated+series> <http://www.gillmacmillan.ie/computer-applications/computer-applications/step-by-step-databases2>  <http://www.gillmacmillan.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition>  <https://books.google.ie/books?id=cdaem7mN72wC&pg=PA329&lpg=PA329&dq=sorting+searching+records+in+access+2010&source=bl&ots=VhfZ9ObRnO&sig=W90bEMNryUDc4N8YZhJnalOmg4o&hl=en&sa=X&ved=0CEUQ6AEwCGoVChMIm8-BtoXyyAIVwpEPCh3gXwTj#v=onepage&q=sorting%20searching%20records%20in%20access%202010&f=false> |
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**Useful Organisations:**

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| **Name** | **Contact Information** |
| Microsoft  Open Office Wiki | <https://support.office.com/en-us> <https://wiki.openoffice.org/wiki/Main_Page> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates  Introduction to Databases  Access Training - Microsoft | <https://www.mooc-list.com>  <https://www.coursera.org/course/db>  <https://support.office.com/en-ie/article/Access-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6?ui=en-US&rs=en-IE&ad=IE> |