



Database Administrator Syllabus

Advance Excel

Module 1: Quick Overview

- Difference between Excel 2003, 2007 and 2010,2013,2016
- Use of Excel, Excel boundaries & features
- Data Base Entry

Module 2: Charts

- Data Techniques
- The Chart Wizard
- Chart Types
- Adding Title / Legends / Labels
- Printing Charts
- Adding Data to a Chart
- Formatting / Renaming / Deleting Data Series
- Changing the Order of Data Series

Module 3: Formulas

- Formula that Add / Subtract / Multiply / Divide
- Formula Error Checking

- Date / Time Functions Using
- Today/Now
- Date if / Net work days / Days of month

Module 4: Text Functions

- The Mid / Search / Left / Right Functions
- Using The Trim / Clean / Upper/ Lower/Proper Functions

MS Access

Module 1: Introduction

- Create Database
- DBMS
- Data Base Entry

Module 2: Charts

- Data Sheet
- Create Tables
- Enter Data According Data Types

Module 3: Query

- Query Wizard
- Query Design

Module 4: Data Base Tools

- Relationship

SQL

Module 1: Introduction

- Relational model concepts
- Relational model constraints

Module 2: SQL introduction

- SQL characteristics
- SQL data type
- SQL operator
- Data definition in SQL
- Data manipulation in SQL
- Data control in SQL

Module 3: view and queries in SQL

- SQL order by
- SQL join
- SQL keys
- SQL set operations

Module 4: Functions

- SQL aggregate functions
- SQL date and time function
- SQL trigger function