216 Database software 2

Summary
Use software applications to modify simple databases and create queries using multiple selection criteria and reports.

This is taken from the e-skills Area of Competence Database Software, Level 2 unit

You will apply the following skills:

- Planning
- Organising
- Communicating
- Using technology
- Checking
- Problem solving

Performance Indicators
You will:

1. Create fields for entering data with the required field characteristics, such as name, type, size and format
2. Modify field characteristics within a simple (e.g. single table, non relational) database while maintaining the integrity of existing data, such as name, type and size
3. Use appropriate tools and techniques to format data that is text and numbers
4. Format reports from simple (e.g. single table, non relational) databases using appropriate tools and techniques for page layout, such as page size, page orientation, page numbering, headers and footers and margins
5. Use automated facilities for checking data and reports, such as spell checking and sorting data
6. Check reports are formatted and laid out appropriately
7. Create and use multiple criteria queries to extract data
8. Plan and produce reports from single (e.g. single table, non relational) databases
9. Set up short cuts

Knowledge
You will know:

1. What types of design content are stored within the database, such as field types, field names and table names
2. How data is structured in a simple (e.g. single table, non relational) database
3. What characteristics in a database fields may have, such as data type, field name, field size and field format
4. How field characteristics can contribute to data validation
5. Why it is important to maintain data integrity
6. What methods should be used to maintain data integrity in a simple (e.g. single table, non relational) database

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