

S116: Database software 1

Overview: Use basic database software tools and techniques to:

- > enter straightforward or routine information into a database;
- > set up a single table in a flat file database;
- > retrieve information by running routine queries; and
- > produce reports using predefined menus or short cuts.

The structure and functionality of the database will be predefined. Any aspects that are unfamiliar will require support and advice from others.
This standard is imported from the **e-skills IT Users suite**.

Links: Manage Information and Data

Specific skills:

- Analysing
- Checking
- Organising
- Planning
- Presenting information
- Using technology

Performance Indicators

Enter, edit and organise structured information in a database

1. Create a database table for a purpose using specified fields
2. Enter structured data into records to meet requirements
3. Locate and amend data records
4. Respond appropriately to data entry error messages
5. Check data meets needs, using IT tools and making corrections as necessary

Use database software tools to extract information and produce reports

6. Run simple database queries
7. Generate and print predefined database reports

Knowledge & Understanding

- A. Identify the main components of a database
- B. Identify queries which meet information requirements
- C. Identify reports which meet information requirements