S238: Database software 2

Overview: Select and use intermediate database software tools and techniques to:
> enter information into databases, that is at times non-routine or unfamiliar;
> retrieve information by creating queries using multiple selection criteria; and
> produce reports by setting up menus or short cuts.
Also, create and modify single table, non-relational databases. Any aspects that are unfamiliar may 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
- Presenting information
- Checking
- Using technology
- Organising
- Planning

Performance Indicators	Knowledge & Understanding
Create and modify non-relational database tables 1. Create and modify database tables using a range of field types 2. Respond appropriately to problems with database tables 3. Use database tools and techniques to ensure data integrity is maintained **Enter, edit and organise structured information in a database** 4. Create forms to enter, edit and organise data in a database 5. Select and use appropriate tools and techniques to format data entry forms 6. Check data entry meets needs, using IT tools and making corrections as necessary 7. Respond appropriately to data entry errors **Use database software tools to run queries and produce reports** 8. Create and run database queries using multiple criteria to display or amend selected data 9. Plan and produce database reports from a single table non-relational database 10. Select and use appropriate tools and techniques to format database reports 11. Check reports meet needs, using IT tools and making corrections as necessary	A. Identify the components of a database design B. Describe the field characteristics for the data required C. Describe ways to maintain data integrity