

S341: Database software 3

Overview: Select and use advanced database software tools and techniques efficiently to:
 > enter complex information into databases;
 > retrieve information by creating queries using multiple selection criteria; and
 > produce reports by setting up menus or short cuts.
 Also, be able to design, create and interrogate multiple-table relational databases.
 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

Knowledge & Understanding

Plan, create and modify relational database tables to meet requirements

1. Plan and create multiple tables for data entry with appropriate fields and properties
2. Set up and modify relationships between database tables
3. Respond appropriately to problems with database tables
4. Use database tools and techniques to ensure data integrity is maintained

Enter, edit and organise structured information in a database

5. Design and create forms to access, enter, edit and organise data in a database
6. Select and use appropriate tools and techniques to format data entry forms
7. Check data entry meets needs, using IT tools and making corrections as necessary
8. Respond appropriately to data entry errors

Use database software tools to create, edit and run data queries and produce reports

9. Create and run database queries to display, amend or calculate selected data
10. Plan and produce database reports from a multiple-table relational database
11. Select and use appropriate tools and techniques to format database reports
12. Check reports meet needs, using IT tools and making corrections as necessary

- A. Explain how a relational database design enables data to be organised and queried
- B. Explain why and how to maintain data integrity
- C. Explain how to select, generate and output information from queries according to requirements