

Database software

About this unit

Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2K It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

What it is about

Who is this unit for?

This unit is suitable for you if your work involves modification of simple (eg single table, non-relational) databases, creating queries using multiple selection criteria and reports eg about sales activities, order details or project management).

At the end of this unit you will be able to:

Enter and retrieve a range of information; and create and modify database fields.

What you need to do

Enter data

- 1 Create fields for entering data with the required field characteristics.

Modify databases

- 2 Modify field characteristics within a simple (eg single-table, non-relational) database while maintaining the integrity of existing data.

Format data

- 3 Use appropriate tools and techniques to format data that is text and numbers.
- 4 Format reports from simple (eg single-table, non-relational) databases using appropriate tools and techniques for page layout.

Check data

- 5 Use automated facilities for checking data and reports.
- 6 Check reports are formatted and laid out appropriately.

Database queries

- 7 Create and use multiple criteria queries to extract data.

Database reports

- 8 Plan and produce reports from single (eg single-table, non-relational) databases.

Improve efficiency

- 9 Set up short cuts.

EXAMPLES

Enter data (1): name, type, size and format.

Modify databases (2): name, type and size.

Format data (4): page size, page orientation, page numbering, headers and footers and margins.

Check data (5): spell checking and sorting data

What you need to know and understand

Database design

- A What types of design content are stored within the database, such as field types, field names and table names.
- B How data is structured in a simple (eg single-table, non-relational) database.

Field characteristics

- C What characteristics a database field may have, such as data type, field name, field size and field format.
- D How field characteristics can contribute to data validation.

Data integrity

- E Why it is important to maintain data integrity.
- F What methods should be used to maintain data integrity in a simple (eg single-table, non-relational) database.

What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit