

U24801: Use database software

Unit Descriptor:

This unit is suitable for you if your work involves you entering and retrieving information from databases (e.g. for names and addresses, stock control, time-management or event-management by running simple queries; and producing reports (e.g. using menus or wizards).

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

Enter and retrieve specified information using database software.

ELEMENT

PERFORMANCE CRITERIA

1. Use database software

To be competent you must achieve the following:

Handle files

- 1.1 Access database **files**
- 1.2 Use basic **file handling techniques** for the software.

Enter data

- 1.3 **Input data** appropriately.
- 1.4 Deal appropriately with data that does not fit within pre-set parameters.

Check data

- 1.5 **Check data** for completeness and accuracy

Database queries

- 1.6 Use simple **queries** to query data.
- 1.7 Save data retrieved from the database appropriately.

Database reports

- 1.8 Use pre-defined **report** structure/ design to produce required reports.

RANGE STATEMENT

You must cover the items below:

A. File handling techniques:

- i. create/save
- ii. save as
- iii. open
- iv. print

B. Input data techniques:

- i. update fields or create new records

C. Check data by using automated facilities for:

- i. spell checking
- ii. sorting data.

D. Database queries:

- i. single criteria.
- ii. sort

E. Produce Database reports:

- i. using menus
- ii. using dialog boxes
- iii. using wizards

UNDERPINNING KNOWLEDGE AND SKILLS**Database design**

1. What types of information the database has been designed for, such as names, addresses, phone numbers and dates.
2. How to use a form designed for entering data into a database.
3. How to find and retrieve information from a database.

EVIDENCE GUIDE**(1) Critical Aspects of Evidence**

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to:

- A. Access database files
- B. Input data appropriately (e.g. update fields or create new records).
- C. Deal appropriately with data that does not fit within pre-set parameters.
- D. Save database files
- E. Check data for completeness and accuracy.
- F. Use simple queries to retrieve data
- G. Produce simple reports from a database.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge.

(2) Methods of Assessment

Typical task size: Data array covering two pages.

Observation of you by your assessor:

- Handling files appropriately.
- Entering data into an existing database.
- Running simple database queries.
- Producing database reports that are pre-defined.
- Checking data has been entered appropriately.

Products of work e.g. data presented in a suitable format to meet specifications.

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.