Database

[General level descriptors](#) [1]

Level 1 Unit 6 - Database Software (3 credits)

1. 1. Recognise how to use a database

[1.1 I can identify the main components of a database](#) [2]

[1.2 I can create a database table for a purpose using specified fields](#) [4]

[1.3 I can enter structured data into records to meet requirements](#) [6]

[1.4 I can locate and amend data records](#) [8]

[1.5 I can respond appropriately to data entry error messages](#) [10]

[1.6 I can check data meets needs, using IT tools and making corrections as necessary](#) [11]

2. 2. Use a database

[2.1 I can identify queries which meet information requirements](#) [3]

[2.2 I can run simple database queries](#) [5]

[2.3 I can identify reports which meet information requirements](#) [7]

[2.4 I can generate and print pre-defined database reports](#) [9]

Level 2, Unit 6 - Database Software (4 credits)

1. 1. Create and modify non-relational database tables

[1.1 I can identify the components of a database design](#) [13]

2. 2. Enter, edit and organise structured information in a database

[2.1 I can create forms to enter, edit and organise data in a database](#) [14]

3. 3. Use database software tools to run queries and produce reports

[3.1 I can create and run database queries using multiple criteria to display or amend selected data](#) [15]

[1.2 I can describe the field characteristics for the data required](#) [16]

[2.2 I can select and use appropriate tools and techniques to format data entry forms](#) [17]

[3.2 I can plan and produce database reports from a single table non-relational database](#) [18]

[1.3 I can create and modify database tables using a range of field types](#) [19]

[2.3 I can check data entry meets needs, using IT tools and making corrections as necessary](#) [20]

[3.3 I can select and use appropriate tools and techniques to format database reports](#) [21]

[1.4 I can describe ways to maintain data integrity](#) [22]

[2.4 I can respond appropriately to data entry errors](#) [23]

[3.4 I can check reports meet needs, using IT tools and making corrections as necessary](#) [24]

[1.5 I can respond appropriately to problems with database tables](#) [25]

[1.6 I can use database tools and techniques to ensure data integrity is maintained](#) [26]

Level 3, Unit 6 - Database Software (6 credits)

1. 1. Plan, create and modify relational database tables to meet requirements

2. 2. Enter, edit and organise structured information in a database

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

[1.1 I can explain how a relational database design enables data to be organised and queried](#) [28]

[2.1 I can design and create forms to access, enter, edit and organise data in a database](#) [29]

[3.1 I can explain how to select, generate and output information from queries according to requirements](#) [30]

[1.2 I can plan and create multiple tables for data entry with appropriate fields and properties](#) [31]

[2.2 I can select and use appropriate tools and techniques to format data entry forms](#) [32]

[3.2 I can create and run database queries to display, amend or calculate selected data](#) [33]

[1.3 I can set up and modify relationships between database tables](#) [34]

[2.3 I can check data entry meets needs, using IT tools and making corrections as necessary](#) [35]

[3.3 I can plan and produce database reports from a multiple-table relational database](#) [36]

[1.4 I can explain why and how to maintain data](#)

[2.4 I can respond appropriately to data entry](#)

[3.4 I can select and use appropriate tools and](#)

Database

-->

integrity [37]   errors [38]   techniques to format database reports [39]

1.5 I can respond appropriately to problems with database tables [40]

3.5 I can check reports meet needs, using IT tools and making corrections as necessary [41]

1.6 I can use database tools and techniques to ensure data integrity is maintained [42]

Links to other Open Office Units

Entry Level	Level 1	Level 2	Level 3
Bronze 1 [44]	Silver 1: IPU [45]	Gold 1: IPU [46]	Platinum 1: IPU [47]
Bronze 2 [48]	Silver 2: WP [49]	Gold 2: WP [50]	Platinum 2: WP [51]
Bronze 3 Unit 1 [52]	Silver 3: SS [53]	Gold 3: SS [54]	Platinum 3: SS [55]
Bronze 3 Unit 2 [56]	Silver 4: DPS [57]	Gold 4: DPS [58]	Platinum 4: DPS [59]
	Silver 5: PS [60]	Gold 5: PS [61]	Platinum 5: PS [62]
	Silver 6: DB [63]	Gold 6: DB [64]	Platinum 6: DB [65]

Source URL: https://theingots.org/community/oooDB

Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/oool1u6x#1.1
[3] https://theingots.org/community/oool1u6x#2.1
[4] https://theingots.org/community/oool1u6x#1.2
[5] https://theingots.org/community/oool1u6x#2.2
[6] https://theingots.org/community/oool1u6x#1.3

Database

-->

---

[7] https://theingots.org/community/oool1u6x#2.3
[8] https://theingots.org/community/oool1u6x#1.4
[9] https://theingots.org/community/oool1u6x#2.4
[10] https://theingots.org/community/oool1u6x#1.5
[11] https://theingots.org/community/oool1u6x#1.6
[12] https://theingots.org/community/oool1u6i
[13] https://theingots.org/community/oool2U6x#1.1
[14] https://theingots.org/community/oool2U6x#2.1
[15] https://theingots.org/community/oool2U6x#3.1
[16] https://theingots.org/community/oool2U6x#1.2
[17] https://theingots.org/community/oool2U6x#2.2
[18] https://theingots.org/community/oool2U6x#3.2
[19] https://theingots.org/community/oool2U6x#1.3
[20] https://theingots.org/community/oool2U6x#2.3
[21] https://theingots.org/community/oool2U6x#3.3
[22] https://theingots.org/community/oool2U6x#1.4
[23] https://theingots.org/community/oool2U6x#2.4
[24] https://theingots.org/community/oool2U6x#3.4
[25] https://theingots.org/community/oool2U6x#1.5
[26] https://theingots.org/community/oool2U6x#1.6
[27] https://theingots.org/community/oool2U6i
[28] https://theingots.org/community/oool3u6x#1.1
[29] https://theingots.org/community/oool3u6x#2.1
[30] https://theingots.org/community/oool3u6x#3.1
[31] https://theingots.org/community/oool3u6x#1.2
[32] https://theingots.org/community/oool3u6x#2.2
[33] https://theingots.org/community/oool3u6x#3.2
[34] https://theingots.org/community/oool3u6x#1.3
[35] https://theingots.org/community/oool3u6x#2.3
[36] https://theingots.org/community/oool3u6x#3.3
[37] https://theingots.org/community/oool3u6x#1.4
[38] https://theingots.org/community/oool3u6x#2.4
[39] https://theingots.org/community/oool3u6x#3.4
[40] https://theingots.org/community/oool3u6x#1.5
[41] https://theingots.org/community/oool3u6x#3.5
[42] https://theingots.org/community/oool3u6x#1.6
[43] https://theingots.org/community/oool3u6i
[44] https://theingots.org/community/ooosu#1
[45] https://theingots.org/community/ooosu#5
[46] https://theingots.org/community/ooosu#6
[47] https://theingots.org/community/ooosu#7
[48] https://theingots.org/community/ooosu#2
[49] https://theingots.org/community/ooowp#1
[50] https://theingots.org/community/ooowp#2
[51] https://theingots.org/community/ooowp#3
[52] https://theingots.org/community/ooosu#3
[53] https://theingots.org/community/oooss#1
[54] https://theingots.org/community/oooss#2
[55] https://theingots.org/community/oooss#3
[56] https://theingots.org/community/ooosu#4
[57] https://theingots.org/community/ooodps#1
[58] https://theingots.org/community/ooodps#2
[59] https://theingots.org/community/ooodps#3
[60] https://theingots.org/community/ooops#1
[61] https://theingots.org/community/ooops#2
[62] https://theingots.org/community/ooops#3
[63] https://theingots.org/community/ooodb#1
[64] https://theingots.org/community/ooodb#2
[65] https://theingots.org/community/ooodb#3

Database

-->