

Schools ITQ Level 1 - Unit 21 - Data Management Software (Silver Unit 21)

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Level 1, Unit 21 - Data Management Software (2 credits)

1. 1. Enter, edit and maintain data records in a data management system

[1.1 I can identify the security procedures used to protect data](#) [7]

[1.2 I can enter data accurately into records to meet requirements](#) [9]

[1.3 I can locate and amend individual data records](#) [11]

[1.4 I can check data records meet needs, using IT tools and making corrections as necessary](#) [13]

[1.5 I can respond appropriately to data entry error messages](#) [14]

[1.6 I can follow local and/or legal guidelines for the storage and use of data where available](#) [15]

2. 2. Retrieve and display data records to meet requirements

[2.1 I can search for and retrieve information using predefined methods to meet given requirements](#) [8]

[2.2 I can identify which report to run to output the required information](#) [10]

[2.3 I can select and view specified reports to output information to meet given requirements](#) [12]

Links to ITQ units

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Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [17]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [18]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [19]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [20]
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Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [25]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [26]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [27]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [28]
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Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [33]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [34]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [35]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [36]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [37]	Level 1, Unit 6 - Specialist Software (2 credits) [38]	Level 2, Unit 6 - Specialist software (3 credits) [39]	Level 3, Unit 6 - Specialist Software (4 credits) [40]
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Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [49]	Level 1, Unit 9 - Drawing and planning (2 credits) [50]	Level 2, Unit 9 - Drawing and planning (3 credits) [51]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [52]

Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [53]	Level 1, Unit 10 - Presentation Software (3 credits) [54]	Level 2, Unit 10 - Presentation software (4 credits) [55]	Level 3, Unit 10 - Presentation Software (6 credits) [56]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [57]	Level 1, Unit 11 - Database Software (3 credits) [58]	Level 2, Unit 11 - Database software (4 credits) [59]	Level 3, Unit 11 - Database Software (6 credits) [60]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [61]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [62]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [63]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [64]
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