



Dunroamin Levels

7.5
digit
strategy

This page includes a selection of levels as a guide

Skills <i>Completed with little assistance</i>	Level 4	Knowledge and Understanding <i>Can explain to someone else</i>
Know how a database stores data, e.g. fields, records.		Can describe where databases are used in everyday situations and explain the advantages.
Identify the parts of a database (objects).		Understand why personal data needs to be protected (Data Protection Act).
Load a database form and search for information using a query .		Know what a query does.
Change the search values by editing a query .		Know how to use boolean search methods, e.g. 'and', 'or', 'not'.
Create a report ready for printing information.		Understand reports and advantages for printing.
Plan a data capture sheet.		Understand what is meant by data capture and give examples of everyday situations.
Use suitable software to create a data capture sheet, e.g. a word processor.		Know the different types of questions to ask and the types not to ask, e.g. closed questions.
Create a table based on fields that you used on your data capture sheet. Use the table to enter HALF the records from your data capture sheet.		Understand about 'data types' and how these should be used when setting up a table.
Create a form based on the table. (You may have used a wizard). Use the form to enter the remaining records from your data capture sheet.		Know how to take information from a data capture sheet and enter it into a table.
Create a query based on your table. (You may have used a wizard).		Know how to search using multiple criteria, e.g. find a plumber that charges less than £30 per hour.
Create a report based on your query. (You may have used a wizard).		Know that you may not need to show all the available fields on your report.
Working towards higher levels		
Create a query using multiple search values.		Can explain what the Data Protection Act is about.
Create a report , selecting the fields to display. Format the report e.g. layout and font style.		Is able to edit a report so that the design fits the audience or intended use, e.g. how much information should be displayed, the way it looks.
Plan and create a data capture sheet that takes into account data types and audience.		Understand why the question style on a data capture sheet and who it is given to can influence what is actually recorded.
Create a database table selecting correct data type. You may use simple validation rules. Enter HALF the records from your data capture sheet.		Understand that a field should have a 'data type' associated with it. You may also be able to use simple 'validation rules' for each field.
Use simple validation rules when setting up your tables.		Understand what is meant by validation and how some software can check for errors in data entry.
Create a form based on your table and enter the remaining records, either: <ul style="list-style-type: none"> • Use a wizard then edit it using design view. • Create a form from scratch. 		Know that forms are normally what is used for data entry, therefore the layout should be clear and easy to use.
Create a query based on your table. Search using multiple values, either: <ul style="list-style-type: none"> • Use a wizard then edit it using design view. • Create a query from scratch. 		Know that queries can also be based on other queries, this could be used to refine your search even more.
Create a report based on your query and format it correctly, either: <ul style="list-style-type: none"> • Use a wizard then edit it using design. • Create a report from scratch. 		Understand that the report is generally the final printout and should be designed to suit the information and the audience. External images can be imported to give a personal feel, e.g. a logo.