

## Overview

This standard is about creating databases to store and retrieve data using database software.

This involves planning and designing database tables and implementing these in database software. It also includes creating data entry forms to enhance user input of data and developing simple queries to retrieve required data.

This standard is for those who need to create database tables to store and retrieve data using database software to meet their own needs or as part of their duties.

Create databases to store and retrieve data

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## Performance criteria

*You must be able to:*

1.  
Plan a simple database table to meet organisational requirements
2.  
Create a single table database structure with the required fields correctly
3.  
Populate a database table with required data accurately
4.  
Modify database tables in line with requirements
5.  
Create an input form to enter data in a database accurately
6.  
Create and run simple database queries to retrieve required data
7. Produce database reports from a database to provide accurate status updates

## Knowledge and understanding

*You need to know and understand:*

1. The features of a database table design
2. The main design characteristics of a database table
3. How to create and modify database tables
4. The software tools and functions used to create database tables
5. How to populate database tables with existing data
6. The data required to be stored in a database table structure
7. Database table field characteristics
8. How to modify a database table
9. How to create forms to enter data into database tables
10. How to check data integrity
11. How to retrieve information by creating database queries

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TECHDUB2



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