

MODULE 14: PROCESSING DATA

CODE: 961 144 Duration: 60 hours

A. Determine how the tables in the database will be organized

- Analysis of data according to needs -Appropriate choice of data to be organized - Determination of fields making up each record
- Appropriate type and length of each field
- Correct determination of links to be established between the fields in the various tables

B. Create the structure of the database tables

- Correct procedure for creating the structure of the database tables
- Inclusion of all fields
- Field properties consistent with planning

C. Enter data

- Appropriate application of procedures for entering, copying, adding, modifying and deleting data S Correct use of form and table modes
- Precision of data entered

D. Process data.

- Correct application of procedures for searching, replacing, sorting, hiding and deleting S Correct creation and adaptation of forms
- Efficient consultation of data by indexed field

E. Do queries

- Correct application of query procedure
- Use of exact criteria