

MODULE 8: DATABASE SOFTWARE

CODE: 960 082 Duration: 30 hours

A. Input data

- Accuracy of data entered
- Absence of keyboarding errors

B. Modify data

- Accuracy of data modified
- Absence of keyboarding errors

C. Classify data

- The order of the data
- The contents of the file created

D. Extract data

- Accuracy of criteria used
- Presence of all required data

E. Format data

- Correct production in terms of:
- Formatting of the header, headings and sub-headings the selection of fields

F. Produce labels

- Appropriate format for labels
- Correct layout of information on labels

G. Export data. Selection of appropriate form of export

H. Make backup copies of data

- Presence of data on backup