

Overview

This standard is about using software applications designed to organise, store and retrieve structured information to meet needs.

It involves identifying and using pre-set data processing operations to enter, edit, check and correct, search for, retrieve and present data, following appropriate guidelines. It includes using relevant data management and processing software and different methods of presenting information including presentations, graphs and charts, queries, reports and output from bespoke and specialist software.

Performance criteria

You must be able to:

1. select and complete pre-set data processing operations to meet organisational requirements
2. enter data in record-based storage in line with organisational requirements
3. edit data in record-based storage in line with organisational requirements
4. create new data records where needed to meet organisational requirements
5. search and retrieve appropriate information from record-based storage
6. select and use appropriate data layouts and calculations using relevant software to organise numeric data to meet organisational requirements
7. use appropriate methods to present structured data, including reports, graphs and charts in line with organisational requirements
8. identify data entry errors, making appropriate corrections
9. respond to error messages within the limits of own responsibility
10. follow local and legal guidelines for the storage and use of data where applicable

Knowledge and understanding

You need to know and understand:

1. key features of software applications for structured data, including spreadsheets, databases, and bespoke or specialist software
2. how to identify and run queries and reports to output the required information
3. data entry, editing and formatting tools and techniques and how to apply them
4. how to use of a range of data retrieval tools and techniques, including queries, searches and reports
5. how to perform standard calculations on data
6. different presentation methods for structured data including graphs and charts, reports and outputs form bespoke or specialist software
7. the consequences of inaccurate or careless work
8. when and how to use help systems and seek suppose
9. common error messages and how to respond to them

Enter and edit structured data

Developed by	e-skills
Version Number	1
Date Approved	January 2015
Indicative Review Date	June 2017
Validity	Current
Status	Original
Originating Organisation	e-skills UK
Original URN	ESKITU080
Relevant Occupations	ICT for users
Suite	IT Users
Keywords	Enter data, edit data, process data, spreadsheet
