

So You Want to be a Database Expert

Pre-Computer

- Normalise to 3NF
- Create an Entity-Relationship Diagram
- Create a Data Dictionary

Can You?



Computer : Pre-Data Entry

- Create fields
- Apply validation checks such as settings unique keys etc.
- Establish relationships
- Set addition/deletion options via relationships
- Create appropriate portals
- Add related fields to a particular layout
- Set all formatting features, such as currency options and drop-down boxes where required
- Add simple navigational features

Computer : Creating Reports

- Analyse the entity relationship diagram and problem specification to determine the fields used and the table in which the report will be created.
- Create the new layout as a Columnar list/report in the chosen table and add all required fields.
- Make sure all records are shown and perform a sort that best matches the records displayed on the report.
- Does the sort highlight duplicate information that does not appear on the report?
This would suggest a sub-summary part is required.
- Create and add the summary (or calculation) fields as required.
- Perform any required search and re-sort to view the finished report.