
Overview

This unit is about making effective use of basic computer operations. It includes entering words and numbers into a computer and finding similar data. You may use any type of software for this unit: word processing, spreadsheet, database or an 'in-house' package.

There are two elements

- 1 Enter data on a computer
- 2 Find data on a computer

Target Group

This unit applies to all operational staff working in custodial environments who have to make regular use of computers as part of their duties.

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Enter and find data using a computer

Performance criteria

You must be able to:

Enter data on a computer

- P1 get clear instructions about the data you have to enter and the reasons for entering it
- P2 input the data accurately, identifying and correcting any errors you might make
- P3 ask the relevant person for help if the data is unclear or incomplete
- P4 apply unique reference codes, as necessary
- P5 delete or amend existing data, as instructed
- P6 complete your data entry within the agreed timescales

Find data on a computer

You must be able to:

- P7 get clear instructions about the data you have to find and why
- P8 use search methods to identify the data efficiently and effectively
- P9 find the required data promptly
- P10 ask relevant colleagues for guidance if the data is not available
- P11 provide the data only to people who are allowed to see it
- P12 make sure the data does not get lost or misused

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 what a database is and what it can be used for
- K2 the basic terms used for the various parts of a database, for example, records and fields, indexes and key words
- K3 from whom to ask for instructions about inputting and finding data
- K4 from whom to ask for guidance when data is unclear or incomplete, or when the required data is not available
- K5 your organisation's procedures to protect data from loss or misuse
- K6 the timescales in which data should be input and found
- K7 the software you are using and how to input and find data efficiently
- K8 the basic legal requirements for storing data on a computer system

The basic legal requirements for storing data on a computer system

You need to know and understand:

- K9 how to input data to a computer accurately
- K10 how to identify and correct your own mistakes
- K11 how to add reference codes when required
- K12 how to delete or amend existing data
- K13 how to print the data

Finding data on a computer

You need to know and understand:

- K14 how to search for data automatically, using key data, and manually, by browsing through the information on the computer
- K15 how to use print routines
- K16 the importance of making sure that only authorised people receive the data you have found

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