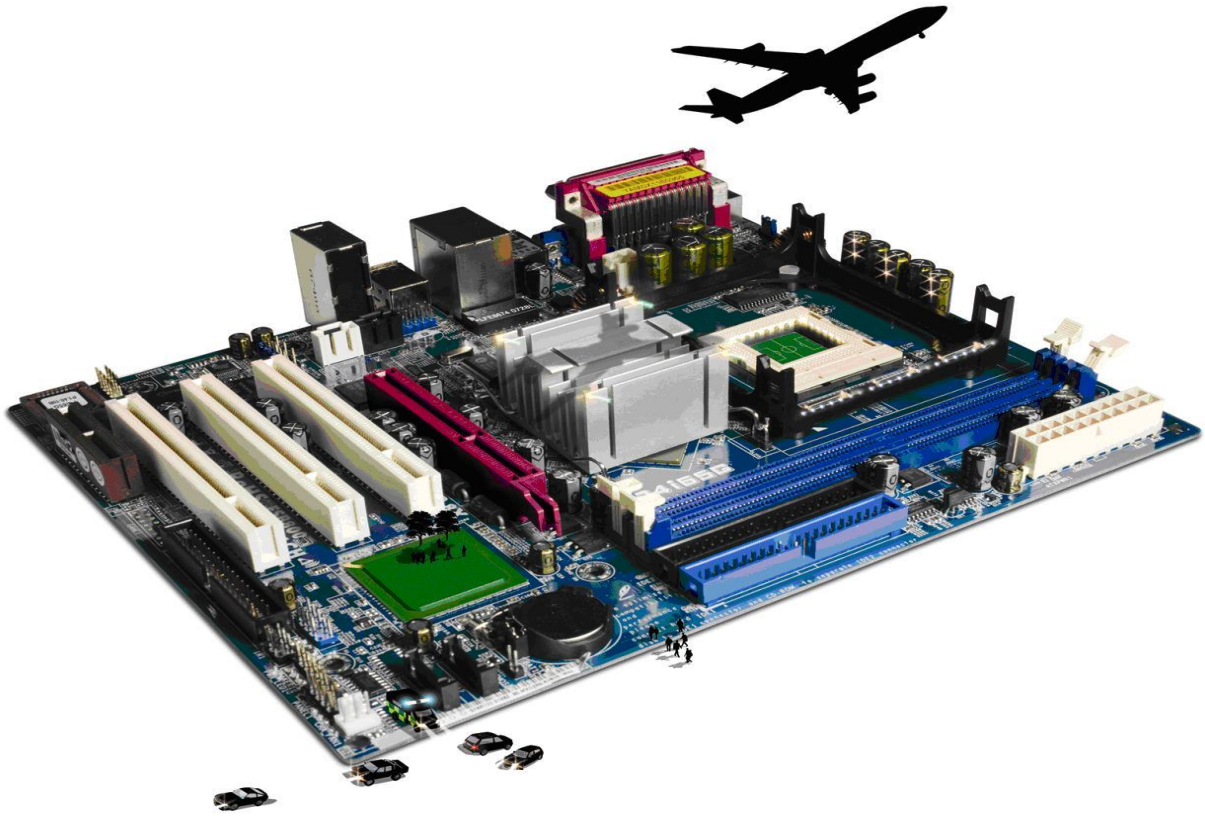
Level 2 Database software (7540-084)

ITQ
Assignment guide for Candidates
Assignment A

www.cityandguilds.com
October 2017
Version 9.2



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
www.cityandguilds.com
learnersupport@cityandguilds.com

Contents

Unit 084 – Database software Level 2

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Database software (7540-084)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Database software (7540-084).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **two hours**.

Level 2 Database software (7540-084)
Candidate instructions

Time allowance: two hours

The assignment:

This assignment is made up of **four** tasks

- Task A - File set up
- Task B - Setting up and running queries
- Task C - Merging data and modifying the database
- Task D - Producing reports

Scenario

You work as an administrator for a Leisure centre. You have been asked to carry out some administrative tasks for the hockey team that operates within the leisure centre, which include updating and amending their club records.

Save your files frequently (at least after each task) with suitable version control numbering to enable you to revert to a previous task should you need to.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – File set up

1 Make a new folder in your work area/removable media named **Ice_Hockey**.

2 Make a new database called **Ice_Hockey**, save it within the folder you have just created.

Make a new word processing document and save this to your folder with the name **Evidence**.

Insert your name, the date (in DD/MM/YYYY format) as a footer.

Any screen captures will need to be pasted into this document, titled **Screen Print X**, where X is the next consecutive number starting with 1.

Save your document frequently (at least after each task) with version control – you will not be reminded to do this.

3 Import the data from the file **Hockey Membership.txt** into a new table called **Hockey_Membership_tbl**. This is a comma separated file with comma delimiters and the first row contains field names.

Continued over…

4 **MEM_NO** is unique for each record and should be set as the primary on importation.
This is a comma separated file with comma delimiters and the first row contains field names.

5 Modify the data types and field sizes for the following fields only:
GENDER field size 1, and add a validation on the data that accept only **M** or **F** take a screen print and paste this into your **Evidence** document.

POST_CODE field size to 8 take a screen print and paste this into your **Evidence** document.

ACTIVE set to accept data field type **YES/NO** using a tick/check box. Take a screen print and paste this into your **Evidence** document.

6 Make a data input form named **MEMBERS_frm** for data entry.

Use a standard form type then modify the form to include a title of **Membership List** formatted using a 20pt sans serif font, centre the title across the top of the form, take a screen print and paste this into your **Evidence** document.

7 Modify the form to 16cm wide and position of the data entry as below:

MEM_NO	GENDER	ACTIVE
FIRST_NAME	SURNAME	
ADDRESS_1		
ADDRESS_2		
TOWN	POST_CODE	
COUNTY		
TELEPHONE		
JOINED_DATE	POSITION	

Ensure that all field sizes allow for full display of the data.

Set the tabbing order to reflect the changes across and down the fields and reduce the length of the form to fit.

Take a screen print and paste this into your **Evidence** document.

Task B – Setting up and running queries

1 Using all fields, construct a query to find all female members who are currently active players.

Save the query as **Lady_Players_qry**.

Take a screen capture of your query showing only the fields **MEM_NO**, **FIRST_NAME**, **SURNAME**, **GENDER**, **ACTIVE** and paste this into your **Evidence** document.

Continued over…

2 Using all fields, construct a query to find all players who joined in 2004 and who are still **active** with the name **JOINED_2004_ACTIVE_qry**.

In your table show only the fields **MEM_NO**, **FIRST_NAME**, **SURNAME**, **JOINED_DATE**, **ACTIVE**.

Take a screen print and paste this into your **Evidence** document.

3 A new position has opened for a **Male** player who is a **Centre Iceman** and is on the **ACTIVE** list.

Using all fields construct a query to find available players. Name your query **Active_Male_Centre_qry**.

Show only the fields **MEM_NO**, **FIRST_NAME**, **SURNAME**, **GENDER**, **POSITION**, **ACTIVE** in your table.

Take a screen print and paste this into your **Evidence** document.

Task C – Merging data and modifying the database

1 We have joined with another hockey team. Merge the data set **New Club.txt** into your database in the **Hockey_Membership_tbl**.

This is a comma separated file with coma delimiters, the first row contains field names.

2 Edit your table and form to show **FAMILY_NAME** in place of **SURNAME**.

3 Create an index called **Name_idx** which sorts primarily on **FAMILY_NAME** and secondly on **FIRST_ NAME**, both ascending.

Take a screen capture when you have set the index properties and paste this into your **Evidence** document.

4 A new field is required to keep track of individual goals.

Insert a field named **GOALS** with data type number and field length integer.

Continued over…

5 Modify your input form to ensure that you can enter goals scored as they will be updated after each game. Position the new field next to the position fields as shown.

MEM_NO	GENDER	ACTIVE
FIRST_NAME	FAMILY_NAME	
ADDRESS_1		
ADDRESS_2		
TOWN	POST_CODE	
COUNTY		
TELEPHONE		
JOINED_DATE	POSITION	GOALS

Set the form width to 16cm wide.

6 To assist the next task re-apply the primary key to **MEM_NO**.

Goal data needs to be added to the database. Open the file **Goals.rtf**, input the data into the goals field which corresponds to the **MEM_NO**.

7 Following a game played last night, you need to modify the **Goals Scored** for two players.

Using the data entry form, modify the record for **MEM_NO 22** to **7** Goals and the record for **MEM_NO 49** to 11.

Produce a printout of both forms.

Write your name, the date (in DD/MM/YYYY format) and the title **Printout 1** and **2** respectively on these forms.

8 **Samual Perks** has moved away from the area delete his record from the database.

9 A new player has moved into the area, enter his details as shown below, maintaining the database case, use the data entry form.

MEM_NO	101	GENDER	M	ACTIVE	Active
FIRST_NAME	JOSHUA	FAMILY_NAME	O'Neill		
ADDRESS_1		27 Town Road			
ADDRESS_2		Woodside			
TOWN	Bangor	POST_CODE	CBN3 4NB		
COUNTY	North Wansbury				
TELEPHONE		0153 277214			
JOINED_DATE	DD/MM/YYYY	POSITION		Goal Keeper	GOALS 0

Change the date DD/MM/YYYY to today's date, and print the form adding your name the date in DD/MM/YYYY format and the title **Printout 3**.

Task D – Producing reports

1 Using all fields construct a query which finds all players whose position includes either **Wing** or **Centre** and who are currently **ACTIVE** and who have scored between **5** and **11 goals** inclusive in the last season.

Save your query with the name **News_Stats_qry**.

2 A report is required, entitled **High Goal Scorers** in landscape orientation. Ensure that the title is centred in the report header.

To the left of the title insert the image file **Iceman.jpg** ensuring the image is positioned so that it does not cover any report elements.

Copy the image and place to the right hand side of the report. Ensure that the report remains on one page only.

Use the query **News_Stats_qry** to construct the report including the following fields in this order: **POSITION**, **JOINED_DATE**, **GOALS**, **FIRST_NAME**, **FAMILY_NAME**, and **ACTIVE**.

Group the report by **POSITION** and sort ascending on **JOINED_DATE** and from highest to lowest on **GOALS**.

In the field headings remove all underscores and replace with spaces.

Change the **JOINED DATE** to **DATE JOINED**. Resize all fields to ensure that all data is both fully displayed and appears balanced. Centre the tick box in **ACTIVE** to appear centred under the field name.

Insert a page footer with your **name** and **Printout 4**. Save the report with the name **HGS_rpt**.

3 To ensure the integrity of the data you have created you need to create a backup of the database.

Create a copy of the whole database with a suitable name (which clearly identifies it as a backup) and save it in a location other than in your workspace.

Create a screen print of this task and paste it into your **Evidence** file and label it as **backup**.

4 Save your files and close.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
www.cityandguilds.com

City & Guilds is a company registered in England and Wales (company number 16513878)