Level 2 Database software (7540-084)

ITQ
Assignment guide for Candidates
Assignment B

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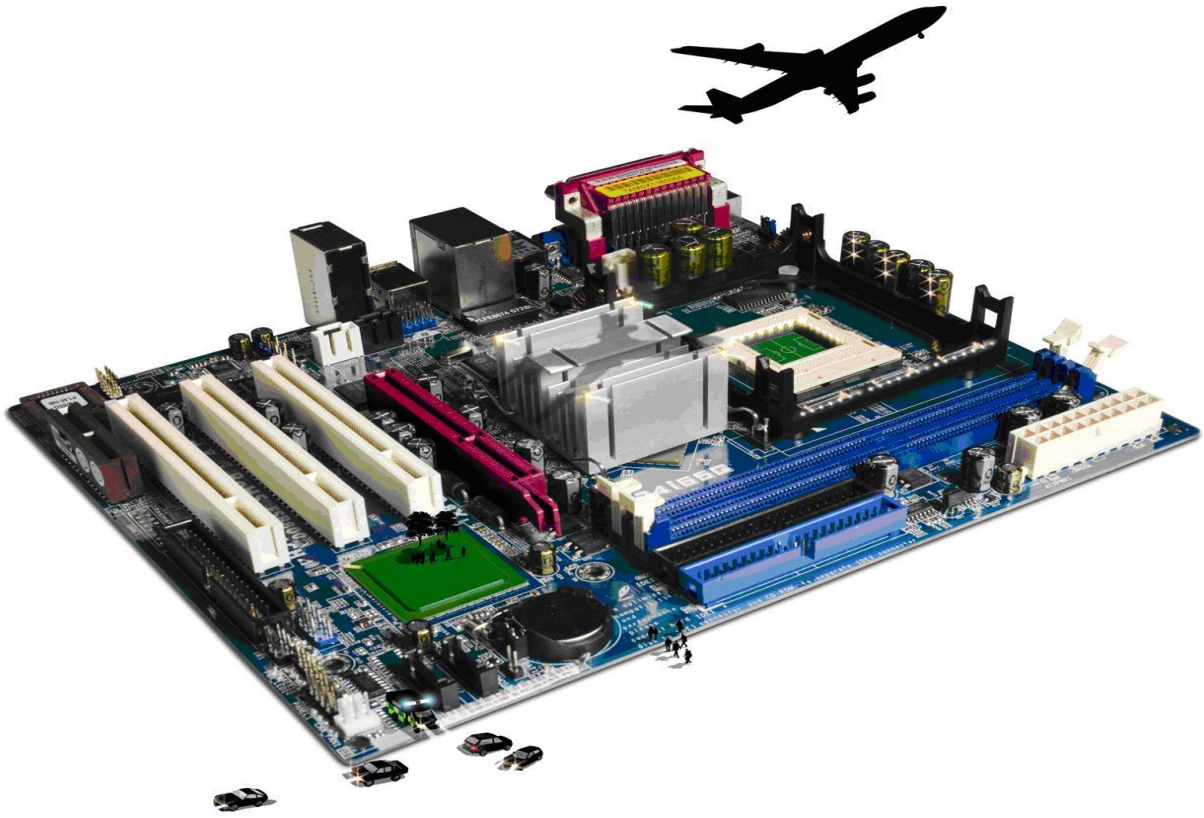

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Level 2 Database software (7540-084) Assignment B

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 - Creating a database
- Task B - Constructing queries
- Task C - Importing information
- Task D - Creating reports and backups

Scenario

You have been asked to create a database for a Saddle Up Riding Club to hold information about national competitors. You have been given the necessary details in the form of several different file types. You need to import these files in order to create the database. You will also need to create and modify a form to ensure ease of data entry. The database table will need to be searched for specific information and a report will need to be created and modified to display the results of the search in a more presentable way.

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

Task A – Creating a database

1 Create a new folder in your work area/removable media named **Riding**. Create a new database file called **Saddle Up Riding Club**. Save it in the folder you have just created.

2 Import the data from the file **Rider Information.txt** into a new table called **Riders**.

This is a comma separated file with comma delimiters. The first row contains field names. Use the field **Rider No** as your primary key.

3 Using the created table in design view modify the data types and field sizes as follows:
GENDER - field size 1. Add a validation on the data that accepts only M or F. Add an appropriate validation message.

POSTCODE – field size 8.

PLACED 1st – 3rd – Set to accept either **YES** or **NO** in the form of a tick box.

Continued over…

4 Create a suitable data input form using all fields to be used for data entry.

Save this form using the title **Enter Rider Details frm**

Open the form you have just created in design view to enable modifications to be made.

Add a title to the top of your form **List of Riders**.

Format the title using a 28 pt sans serif font and left align the title across the top of the form.

Adjust your form so that the title can be seen in full.

5 Modify the form so that all entered data and Field names can be seen in full. Set the tabbing order to ensure that each field is completed in a logical order.

6 Close the form, saving any changes.

Task B – Constructing queries

1 Using all fields, construct a query to find all female dressage riders.

Set your query to show only the fields **Rider No**, **First_Name, Surname and Telephone**.

Save the query as **Female Dressage – your name qry**.

2 There is a competition approaching for X country riders who have not yet been placed in a competition and whose date of birth is after 1980.

Construct a query to find all available riders using only the following fields, **Rider No, Discipline, Placed 1st - 3rd ,First_Name, Surname, Gender, Postcode, Telephone and Date of Birth.**

Do not show the field **Discipline or Placed 1st – 3rd** in your query results.

Save your query as **Younger XC Non Winners – your name qry**.

Task C – Importing information

1 Another riding club has closed down and some of their riders wish to join Saddle Up Riding Club.

Their details are held in the file **Extra Riders.txt.** Import this file into your database in the **Riders** table.

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

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

Modify your form if required to show Field Names in Full.

Continued over…

3 Delete any current indexes and then create an index called **Town within County** which sorts primarily on **County** and secondly on **Town**; both ascending.

4 A new field needs to be added to the table, indicating the number of competitions each rider has taken part in this season.

Insert a field named **COMPS TO DATE** with a data type of number and the field size is integer.

5 Modify your input form to accommodate this new field.

Position the new field below/after the Date of Birth field. Ensure that the new field is included in the tab order in a suitable position

6 Re–apply the primary key to Rider No.

The Comps to Date data needs to be added to the database.

Open the file **Comps.rtf** and import/input the data into the **Comps to Date** field which corresponds to the **Rider No**.

7 You need to modify the **Comps to Date** for 3 riders.

Use the data entry form to modify the record for **Rider No 25** to 10 competitions

Rider No 54 to 2 competitions and **Rider No 85** to 12 competitions.

Produce a printout for **Rider No 85** only. Write your name and date and label it **Printout 1**.

8 **Krakow Fyshe** has decided that he will take up archery instead of riding.

Delete his record from the database.

9 A new rider has joined the riding club. Enter her details as shown below:

Rider No	**101**	Gender	**F**	Discipline	**Dressage** Placed 1st – 3rd ☑
First_Name	**Laura**			Surname	**Drew**
Address_1	**Holly Cottage**				
Address_2	**Fishergate**			Postcode	**SH6 9BY**
Town	**Tepfield**			Telephone	**04632 697544**
County	**N Yorks**				
Date of Birth	**04 March 1986**				
Comps to Date	**21**				

Continued over…

Task D – Creating reports and backups

1 Using all fields, construct a query which finds all riders who have been placed 1st – 3rd in either X Country or Dressage competitions and have entered between 10 and 21 competitions.

Save your query as **Good Prospects – your name qry**.

2 A report is required entitled **Riding Club Hopefuls** and must be set up in landscape.

Set up the report using the query **Good Prospects – your name qry**. Your report should only contain the fields **Discipline, Comps to Date, Date of Birth, First_Name, Family Name, Gender** and **Placed 1st – 3rd** in this order.

Group the report by **Discipline** and sort descending on **Comps to Date** and ascending on **Date of Birth**.

Save the report with the name **Hopefuls - Your Name rpt**.

Modify your report to remove all underscores from any field headings and replace with spaces. Change the **PLACED 1st – 3rd** field heading to **PLACED**. Change **DATE OF BIRTH** field heading to **D.O.B**

Title the report **Riding Club Hopefuls** and centre align.

To the right of the title insert the image **showjump.jpg**

Ensure the image is positioned/resized so that it does not cover up any of the report elements.

Copy the image and place to the left hand side of the title.

Resize all fields to so that all data is both fully displayed and appears balanced.

Centre the tick box under the field name **Placed** to appear centred.

Insert a page footer with your name

Save any changes to the design of your report and close all database files.

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) Save it in the same location as your original database file.

(normal practice would be to save to a different location).

4 Close all open files and shut down the computer in the correct way.

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

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