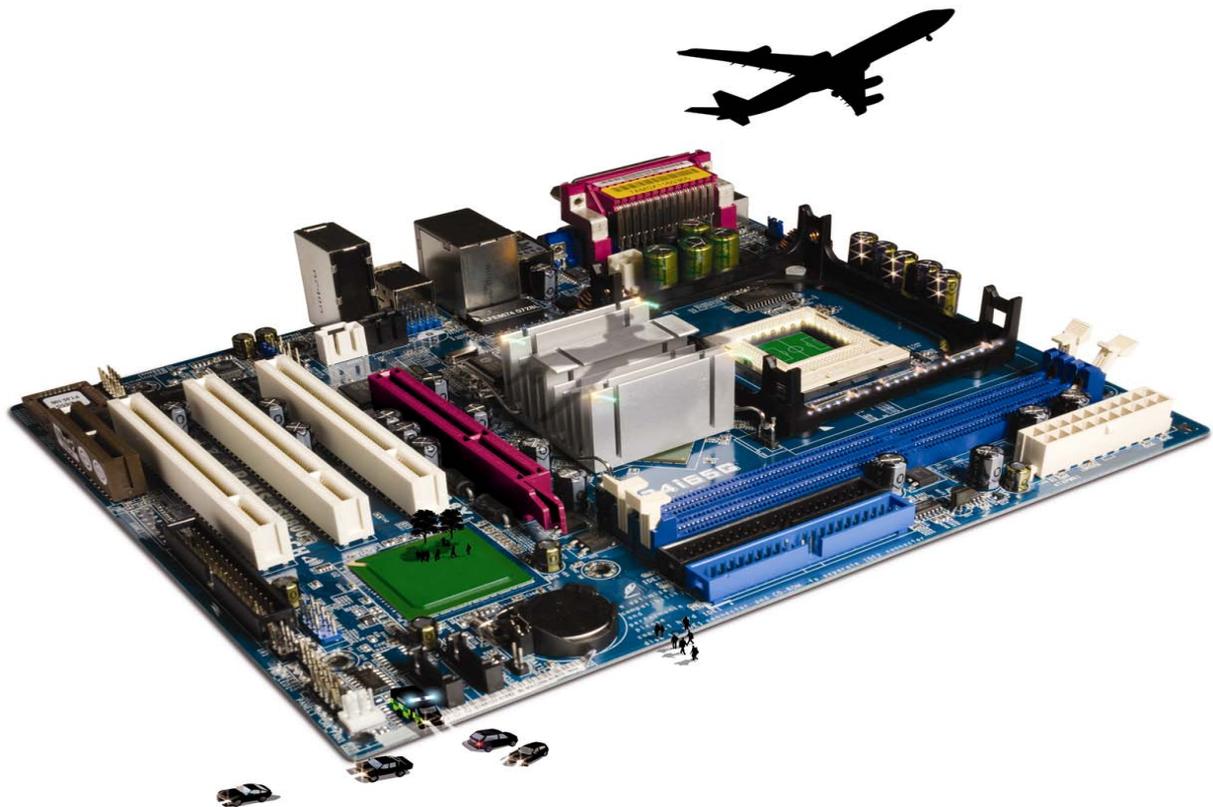# Start IT (iTQ)
Data management software (4249-014)

Assignment guide for Candidates
Assignment A
QCA Ref: R/502/2216

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Unit 014 – Data management software

Assignment A

Data management software (4249-014) Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises **all** of the assessment for Data management software (4249-014).

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 **one hour.**

Data management software (4249-014)
Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

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

- Task A - Manage a database
- Task B - Backup Database

Scenario

You work for a property management company and you need to update the Properties database. At the end of the tasks you are required to backup the database to a suitable alternative location as specified by your assessor.

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

Task A – Manage a database

1. Start up your computer and log on.

2. Open your data management program and open the file **Properties** provided by your assessor, using the password **data**

3. Enter a new record as property number **30** using the following information:

   30, CHRIS BLANCHARD, 0532765432, 54 GRAINSBY CLOSE, HUMBERBY, CAMSHIRE, MK12 3BR, 3, TERRACED, 325

4. Enter another new record as property number **31** using the following information:

   31, JON SHORT, 0532765431, 27 BROWN GARDENS, HUMBERBY, CAMSHIRE, MK13 2ZT, THREE, BUNGALOW, 400

   Respond to any error messages appropriately, if you are unsure of the correct response you should ask your assessor.

5. The **address of property 1**, should be 76, MACAULEY STREET, check that the information is correct and amend it if necessary.

6. Search for the property in **James Street** and amend the **Rent PCM** to **250,** as the amount currently shown is incorrect.

7. There are a number of predefined reports already contained within your database. Locate and print the report which shows **all** properties which have a **Rent PCM** of **greater** than **500**.

   Label your printout as **Printout 1** and ensure your name is on it.

8. Use the report **2 Bedroom Bungalows** to check for duplicate information contained in the database. If duplicate information exists delete the **second record**.

9. Using **filters**, or any other method you know, select **only** the properties in **Grantham,** ensure **all** data is visible and then print **all** associated records.

   Label your printout/s as **Printout 2** and ensure your name is present. (The printout may be on more than one page.)

   Ensure all data is saved.

Continued over …

Task B – Backup Database

B1 Using an appropriate method, backup (copy) your database as per the company guidelines outlined at the start of this assessment and name it **Properties Backup**.

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.