

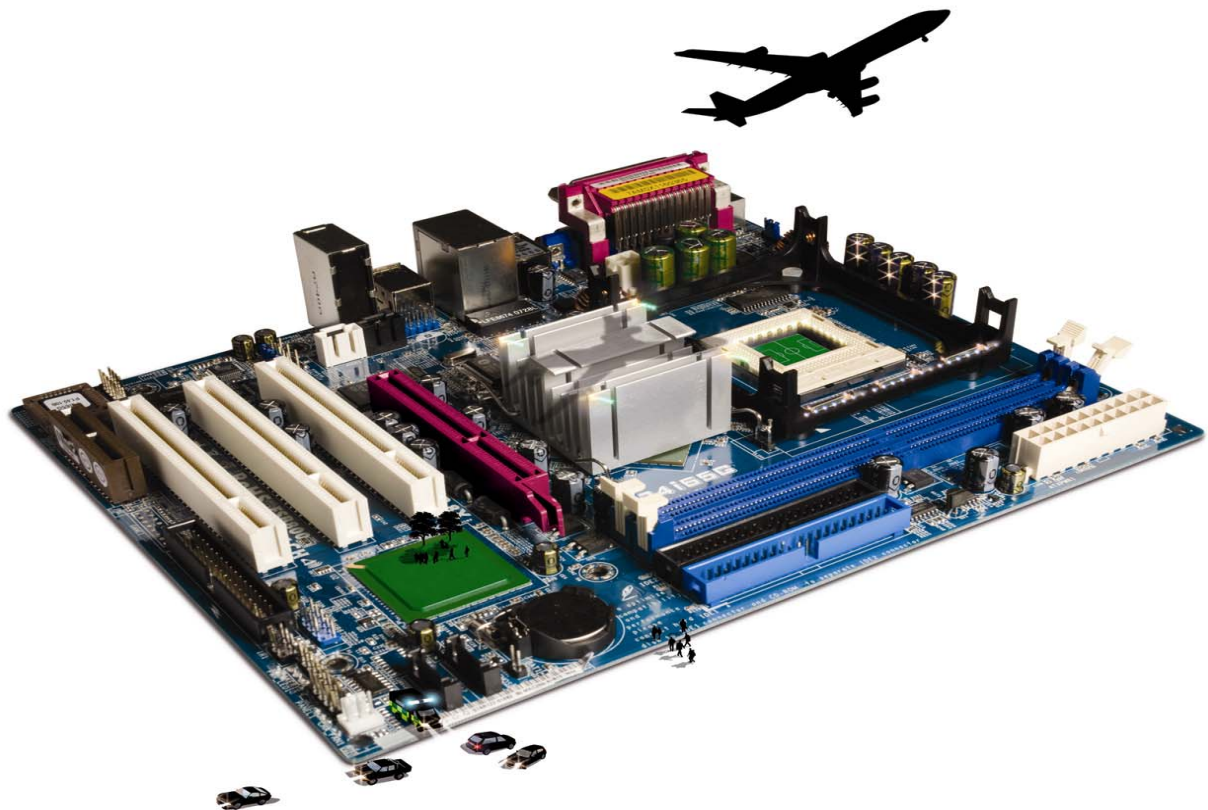
# Start IT (iTQ)

## Data management software (4249-014)

### Assignment guide for Candidates

Assignment B

QCA Ref: R/502/2216



## **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 includes City & Guilds, ILM (the Institute of Leadership & Management, which provides management qualifications, learning materials and membership services), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

## **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, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

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

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

The *Standard Copying Conditions* (which can be found on the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. 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 the time of going to press. 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 liability for loss or damage arising from the use of information in this publication.

## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)20 7294 2800**

**F +44 (0)20 7294 2400**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)**

# Contents

## Unit 014 – Data management software

### Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

---

# Data management software (4249-014) Assignment B

## 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 **three** tasks

- Task A - Manage a database
- Task B - Search the database and use appropriate backup
- Task C - Knowledge and understanding required when using Data management software.

### Scenario

You work as an administrator for a school and you have been asked to enter, edit and maintain records in a data management system. The School requires a backup copy to be done regularly. The backup copy should include the wording to identify the date when it was created using the format ddmmyy.

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 the data management programme and open the file **Science Results** provided by your assessor, using the password: **school**

- 3 Enter a record into the table using the following information:

12785, Stones, Matthew, M, 10/06/1992, Alpha, Triple Science, 21/05/2008, A

- 4 Find the record containing the exam results for **Sophie Hill** and amend her exam to **Triple Science**.

Change the date to the correct date for this exam, as shown in other records.

- 5 Spell check the data and amend any errors.

Preview the table and make any changes to make sure **all** the data is visible.

Print out the table and label it **Printout 1** and ensure that your name is on the printout. (The printout may be on more than one page.)

Continued over ...

## Task B – Search the database and use appropriate backup

- 1 Using **filters**, or any other method you know, select **all** the pupils who gained a **grade A**.

Preview the table and make any changes to make sure **all** the data is visible.

Print out the table and label it **Printout 2**.

Ensure that your name is on the printout

- 2 Search for a query that shows **all** the pupils in the **Alpha class**. Preview it to ensure **all** the information is visible and then print the query.

Label it **Printout 3** and ensure your name is on the printout.

- 3 There are some predefined reports already contained in the database. Select the report that shows the results of the **male pupils** and print it.

Label the report **Printout 4** and ensure your name is on the printout.

If required ensure all data is saved.

- 4 Using an appropriate method, backup (copy) your database as per the company guidelines outlined at the start of this assessment and name it **Science Results Backup ddmmyy**. Where ddmmyy is today's date.

- 5 Close the database.

## Task C – Knowledge and understanding required when using Data management software.

Use the **Answer Sheet** on the next page to answer the question.

**Note:** If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Continued over ...

# Start IT Data management software (4249-014)

## Candidate Answer Sheet

Name:

Date:

Answer the following question, you may complete this electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

C1 Which **one** of the following would generate an error message?

- a Entering the word male in a text field set to one character.
- b Entering the number 3 in a text field.
- c Entering the word three in a number field.

**Hand this sheet to your Assessor once you have completed it. Don't forget to put your name on it!**

### 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.



---

**Published by City & Guilds**  
**1 Giltspur Street**  
**London**  
**EC1A 9DD**  
**T +44 (0)20 7294 2468**  
**F +44 (0)20 7294 2400**  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

**City & Guilds is a registered charity**  
**established to promote education**  
**and training**