

Level 1 Producing simple databases (7266/7267-004)

e-Quals

Assignment guide for Candidates

Assignment A

(This assignment can be used as evidence of achievement of 7574-119 Database Software)



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, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). 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 2010 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 © 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

learnersupport@cityandguilds.com

Contents

Unit 004 Producing simple databases Level 1

(This assignment can be used as evidence of achievement of 7574-119 Database Software)

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Producing simple databases (7266/7267-004)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Producing simple databases (7266/7267-004). This assignment can be used as evidence of achievement of 7574-119 Database Software.

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 and a half hours**.

Level 1 Producing simple databases (7266/7267-004)

(This assignment can be used as evidence of achievement of 7574-119 Database Software)

Candidate instructions

Time allowance: One and a half hours.

The assignment:

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

- Task A - Print a printer test page
- Task B - Input data into a database
- Task C - Amend existing data in a database
- Task D - Make a database query

Scenario

You work for a small video company, new stock arrives on a frequent basis and some stock does not sell as well as others. Your manager has asked you to update the database and provide information which will allow him to re-order or discount items.

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

Task A – Print a printer test page

- 1 Print a test page. This will allow you to make sure that a printer is attached to the computer. Write your name, date and **Printout 1** on this sheet.
- 2 Make a new folder called **Video** on your work area or removable media. Copy the database supplied by your assessor (**Video**) into this folder and use this for the rest of your assignment.
- 3 Open your Database software and open the **Video** database file.
- 4 Rename the table video to **NewVideo**, switch to design view and change the price field to currency and format to 2 decimal places, use the renamed table from now on.

Continued over...

Task B – Input data into a database

- 1 Your manager would like you to identify those titles which have one copy remaining in stock, identify the relevant report required, run the report and print. Label as **Printout 2**.
- 2 **New stocks have arrived and these include new titles.**

The following stock codes have been allocated and you should input them into the database.

Stk_No	Title	Certificate	Price	Genre	In_Stk
10386	Reservoir Dogs	18	19.99	Action	10
10387	Solaris	12	19.99	Science-Fiction	10
10388	Stargate SG-1: Volume 13	PG	19.99	Science-Fiction	10
10389	Stargate SG-1: Volume 42	15	19.99	Science-Fiction	10
10390	Tombstone	15	19.99	Western	10

Task C – Amend existing data in a database

- 1 Some films already stocked have also been received.

Amend the **In_Stk** column for these records to show the new stock level as shown in **In_Stk**.

Stk_No	Title	Certificate	Price	Genre	In_Stk
10002	And the Violins Stopped Playing	15	19.99	Drama	10
10004	Brotherhood of the Wolf	15	19.99	Action	10
10009	The Enemy Within	12	19.99	Suspense/Thriller	10
10011	Good Morning, Vietnam	15	19.99	Comedy	10
10012	Interview with the Vampire	18	19.99	Drama	10
10014	The Lord of the Rings: The Motion Picture Trilogy	12	64.99	Fantasy	10
10015	The Matrix	15	19.99	Action	10
10017	Pitch Black	15	19.99	Horror	10
10020	Space Fury	15	19.99	Science-Fiction	10
10021	Stargate	PG	19.99	Science-Fiction	10
10026	Tremors	15	19.99	Action	10

Continued over...

Task D – Make a database query

- 1 Create a new query on the database Newvideo table, using all fields and find all records where the **In_Stk** is equal to 10. Save the query as **New Stock- your name**.

Run the query New Stock and print the result of the query in landscape. Write **Printout 3** on the bottom of printout.

- 2 Create a new query on the database Newvideo table, using the fields **Stock_No, Title, Genre** and **In_Stk** and find all records where the **In_Stk** is equal to or less than 3.

Save the query as **New Order - your name**.

Sort the query in ascending order of **In_Stk**.

Close the query saving any changes.

- 3 Create a new query on the database Newvideo table, using all fields and find all records where the **In_Stk** is greater than 8 and the price is greater than £15.00.

Save the query as **Price Deductions - your name**.

Sort the query in descending order of **In_Stk**. Close the query saving any changes.

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
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

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