

Level 2 Designing and creating databases (7266/7267-024)

e-Quals

Assignment guide for Candidates

Assignment C

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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 024 – Designing and creating databases Level 2

Assignment C

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Designing and creating databases (7266/7267-024)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating databases (7266/7267-024).

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 Designing and creating databases (7266/7267-024) Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Creating a database and data input forms
- Task B - Running queries
- Task C - Adding fields and records
- Task D - Creating reports and backups

Scenario

You work as a receptionist at a dental surgery. You have been asked to update their patient records and move them to a database system.

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

Task A – Creating a database and data input forms

- 1 Make a new folder in your work area or removable media named **Dentist**.
- 2 Create a new database called **Patient Records** in the folder that you have just created.
- 3 Import the data from the text file **Patient_list.txt** into a new table called **Patients**.
- 4 Set **Patient ID** as the primary key on importation.

Continued over...

5 Modify the data types and field sizes as follows:

- **PatientID** set to Integer
- **TITLE** field size 4
- **INITIAL** field size 3
- **LASTNAME** field size 20
- **ADDRESS 1** field size 30
- **TOWN** field size 20
- **POST_CODE** field size to 8
- **TELEPHONE** field size to 15
- **DOB** – set to date
- **REGDATE** – set to date
- **DENTAL PLAN** set to **YES/NO** using a tick/check box
- **DENTIST** field size to 15

6 Create a data input form named **PATIENT FORM**.

7 Modify the form to 19 cm wide and position the fields as shown below:

PATIENT_ID	XXXXX
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TITLE	INITIALS	LASTNAME	DOB
XXX	XXX	XXXXXXXX	XXXX

ADDRESS 1	TOWN	POST_CODE
XXXXXXXX	XXXXXXXX	XXXXXXXX

TEL	XXXXXXXX
------------	----------

DENTAL PLAN	REG DATE	DENTIST
XXXXXXXX	XXXX	XXXXXXXX

8 Add a title **PATIENT DETAILS** formatted to 20 point Comic sans font.

Centre the title across the top of the form.

9 Print out the data entry form for **patient 1003** only and label it **Printout1**.

Continued over...

Task B – Running queries

- 1 Using all fields, construct a query to find all patients who **do not** have **Dental Plan** and live in **Molden**

Save the query as **Molden No Dental Plan**.

- 2 Create a query using all fields to find patients who were registered after **30/12/2005** and who have a **Dental Plan**.

Set your query to show **only** the fields

TITLE, LASTNAME, REGDATE, DENTAL PLAN

Save the query as **REG 2006 DP**.

Task C – Adding fields and records

- 1 Create a new field at the end of the **Patients** table named **Treatment**.
- 2 Modify your input form to ensure that you can enter the **Treatment** for each patient.
- 3 A new patient has joined the practice. Enter their details **exactly** as shown below, using the input form called **Patient Form** (the format may be different to that of the existing table data).

PATIENT_ID	9899
-------------------	------

TITLE	INITIALS	LASTNAME	DOB
Mr	J	Jones	24/7/1956

ADDRESS 1	TOWN	POST_CODE
3 Poppy Street	Molden	PP1 7KT

TEL	078 8889 2226
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DENTAL PLAN	REG DATE	DENTIST
Yes	3/9/2008	Mr Price

TREATMENT	X-ray
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Continued over...

Task D – Creating reports and backups

- 1 Using all fields apart from **Patient ID** and **DOB**, create a query to find all patients who have a **dental plan** and were registered between **01/01/2007** and **31/12/2007**.

Save your query with the name **Dental Plan 2007**.

- 2 Create a report named **New Patients 2007** using the **Dental Plan 2007** query.
- 3 Group the report by **Dentist** and in ascending order of **Patient last name**.
- 4 On the report, insert the heading **New Dental Patients 2007** and format it to bold Comic Sans 18 point.
- 5 Insert the image **toothbrush.jpg** so that it appears on both sides of the heading.
- 6 Insert your name as a footer in the report.
- 7 Save the report as **New Patients 2007**.
- 8 Create a back up copy of the database file and save it with the file name **Patient Records Backup** within the folder **Dentist**.
- 9 Exit all open applications.

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

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