

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

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

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# 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).

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### 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:

<b>PATIENT_ID</b>	XXXXX
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<b>TITLE</b>	<b>INITIALS</b>	<b>LASTNAME</b>	<b>DOB</b>
XXX	XXX	XXXXXXXX	XXXX

<b>ADDRESS 1</b>	<b>TOWN</b>	<b>POST_CODE</b>
XXXXXXXX	XXXXXXXX	XXXXXXXX

<b>TEL</b>	XXXXXXXX
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<b>DENTAL PLAN</b>	<b>REG DATE</b>	<b>DENTIST</b>
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).

<b>PATIENT_ID</b>	9899
-------------------	------

<b>TITLE</b>	<b>INITIALS</b>	<b>LASTNAME</b>	<b>DOB</b>
Mr	J	Jones	24/7/1956

<b>ADDRESS 1</b>	<b>TOWN</b>	<b>POST_CODE</b>
3 Poppy Street	Molden	PP1 7KT

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

<b>TREATMENT</b>	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**

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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)**

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