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

e-Quals
Assignment guide for Candidates
Assignment A

(This assignment can be used as evidence of achievement of 7574-219 Database Software)

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(This assignment can be used as evidence of achievement of 7574-219 Database Software)

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

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating databases (7266/7267-024). This assignment can be used as evidence of achievement of 7574-219 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 **two hours**.

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

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Candidate instructions

Time allowance: 2 hours

Assignment set up:

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

- Task A - File set up
- Task B - Setting up and running queries
- Task C - Merging data and modifying the database
- Task D - Producing reports

Scenario

You work as an administrator for a Leisure centre. You have been asked to carry out some administrative tasks for the hockey team that operates within the leisure centre, which include updating and amending their club records.

Save your files frequently (at least after each task) with suitable version control numbering to enable you to revert to a previous task should you need to.

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

Task A - File set up

1 Make a new folder in your work area/removable media named **Ice_Hockey**.

2 Make a new word processing document and save this to your folder with the name **Evidence**.

Insert your name, the date (in DD/MM/YYYY format) as a footer.

Any screen captures will need to be pasted into this document, titled **Screen Print X**, where X is the next consecutive number starting with 1.

Save your document frequently (at least after each task) with version control – you will not be reminded to do this.

3 Make a new database called **Ice_Hockey**. Save it within the folder you have just created.

Continued over…

4 Import the data from the file **Hockey Membership.txt** into a new table called **Hockey_Membership_tbl**.

This is a comma separated file with comma delimiters and the first row contains field names.

5 **MEM_NO** is unique for each record and should be set as the primary key on importation.

6 Modify the data types and field sizes as follows:

GENDER field size 1, and add a validation on the data that only accepts **M** or **F**. Take a screen print and paste this into your **Evidence** document.

POST_CODE field size to 8. Take a screen print and paste this into your **Evidence** document.

ACTIVE set to accept data field type **YES/NO** using a tick/check box. Take a screen print and paste this into your evidence document.

7 Make a data input form named **MEMBERS_frm** for data entry.

Use a standard form type then modify the form to include a title of **Membership List** formatted using a 20 point sans serif font.

Centre the title across the top of the form. Take a screen print and paste this into your **Evidence** document.

8 Modify the form to 16cm wide and position the data entry as shown below:

MEM_NO	GENDER	ACTIVE
FIRST_NAME	SURNAME	
ADDRESS_1		
ADDRESS_2		
TOWN	POST_CODE	
COUNTY		
TELEPHONE		
JOINED_DATE	POSITION	

Ensure that all field sizes allow for full display of the data.

Set the tabbing order to reflect the changes across and down the fields and reduce the length of the form to fit.

Take a screen print and paste this into your **evidence** document.

Continued over…

Task B - Setting up and running queries

1 Using all fields, construct a query to find all female members who are currently **active** players.

Save the query as **Lady_Players_qry**. Take a screen capture of your query showing only the fields **MEM_NO**, **FIRST_NAME, SURNAME**, **GENDER**, **ACTIVE**.

Paste this into your **Evidence** document.

2 Using all fields, construct a query to find all players who joined in **2004** and who are still **active** with the name **JOINED_2004_ACTIVE_qry**.

In your table show only the fields **MEM_NO**, **FIRST_NAME**, **SURNAME**, **JOINED_DATE**, **ACTIVE**.

Take a screen print and paste this into your **Evidence** document.

3 A new position has opened for a **Male** player who is a **Centre Iceman** and is on the **ACTIVE** list.

Using all fields construct a query to find available players. Name your query **Active_Male_Centre_qry**.

Show only the fields **MEM_NO**, **FIRST_NAME**, **SURNAME**, **GENDER**, **POSITION**, **ACTIVE** in your table.

Take a screen print and paste this into your **Evidence** document.

Continued over…

Task C - Merging data and modifying the database

1 We have joined with another hockey team. Merge the data set **New Club.txt** into your database in the **Hockey_Membership_tbl**.

This is a comma separated file with coma delimiters, the first row contains field names.

2 Edit your table and form to show **FAMILY_NAME** in place of **SURNAME**.

3 Create an index called **Name_idx** which sorts primarily on **FAMILY_NAME** and secondly on **FIRST_ NAME**, both ascending.

Take a screen capture when you have set the index properties and paste this into your **Evidence** document.

4 A new field is required to keep track of individual goals.

Insert a field named **GOALS** with data type number and field length integer.

5 Modify your input form to ensure that you can enter goals scored as they will be updated after each game. Position the new field next to the position fields as shown.

MEM_NO	GENDER	ACTIVE
FIRST_NAME	FAMILY_NAME	
ADDRESS_1		
ADDRESS_2		
TOWN	POST_CODE	
COUNTY		
TELEPHONE		
JOINED_DATE	POSITION	GOALS

Set the form width to 16cm wide.

6 Re-apply the primary key to **MEM_NO**.

7 Goal data needs to be added to the database. Open the file **Goals.rtf**, input the data into the goals field which corresponds to the **MEM_NO**.

8 Following a game played last night, you need to modify the **Goals Scored** for two players.

Using the data entry form, modify the record for **MEM_NO 22** to **7** Goals and the record for **MEM_NO 49** to 11.

Produce a printout of both forms.

Write your name, the date (in DD/MM/YYYY format) and the title **Printout 1** and **2** respectively on these forms.

9 **Samual Perks** has moved away from the area delete his record from the database.

Continued over…

10 A new player has moved into the area, enter his details as shown below, maintaining the database case, use the data entry form.

MEM_NO	101	GENDER	M	ACTIVE	Active
FIRST_NAME	Joshua	FAMILY_NAME	O'Neill		
ADDRESS_1		27 Town Road			
ADDRESS_2		Woodside			
TOWN	Bangor	POST_CODE	CBN3 4NB		
COUNTY	North Wansbury				
TELEPHONE		0153 277214			
JOINED_DATE	DD/MM/YYYY	POSITION		Goal Keeper	GOALS 0

Change the date DD/MM/YYYY to today's date, and print the form adding your name the date in DD/MM/YYYY format and the title Printout 3.

Continued over…

Task D - Producing reports

1 Using all fields construct a query which finds all players whose position includes either **Wing** or **Centre** and who are currently **ACTIVE** and who have scored between **5** and **11** goals inclusive in the last season.

Save your query with the name **News_Stats_qry**.

2 A report is required, entitled **High Goal Scorers** in landscape orientation. Ensure that the title is centred in the report header.

To the left of the title insert the image file **Iceman.jpg** ensuring the image is positioned so that it does not cover any report elements.

Copy the image and place to the right hand side of the report. Ensure that the report remains on one page only.

Use the query **News_Stats_qry** to construct the report including the following fields in this order: **POSITION**, **JOINED_DATE**, **GOALS**, **FIRST_NAME**, **FAMILY_NAME**, and **ACTIVE**.

Group the report by **POSITION** and sort ascending on **JOINED_DATE** and from highest to lowest on **GOALS**.

In the field headings remove all underscores and replace with spaces.

Change the **JOINED DATE** to **DATE JOINED**. Resize all fields to ensure that all data is both fully displayed and appears balanced. Centre the tick box in **ACTIVE** to appear centred under the field name.

Insert a page footer with your **name** and **Printout 4**. Save the report with the name **HGS_rpt**.

3 To ensure the integrity of the data you have created you need to create a backup of the database.

Create a copy of the whole database with a suitable name (which clearly identifies it as a backup) and save it in a location other than in your workspace.

Create a screen print of this task and paste it into your **Evidence** file and label it as **backup**.

4 Save your files and close.

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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