Level 1 Data management software (DMS 7574-118)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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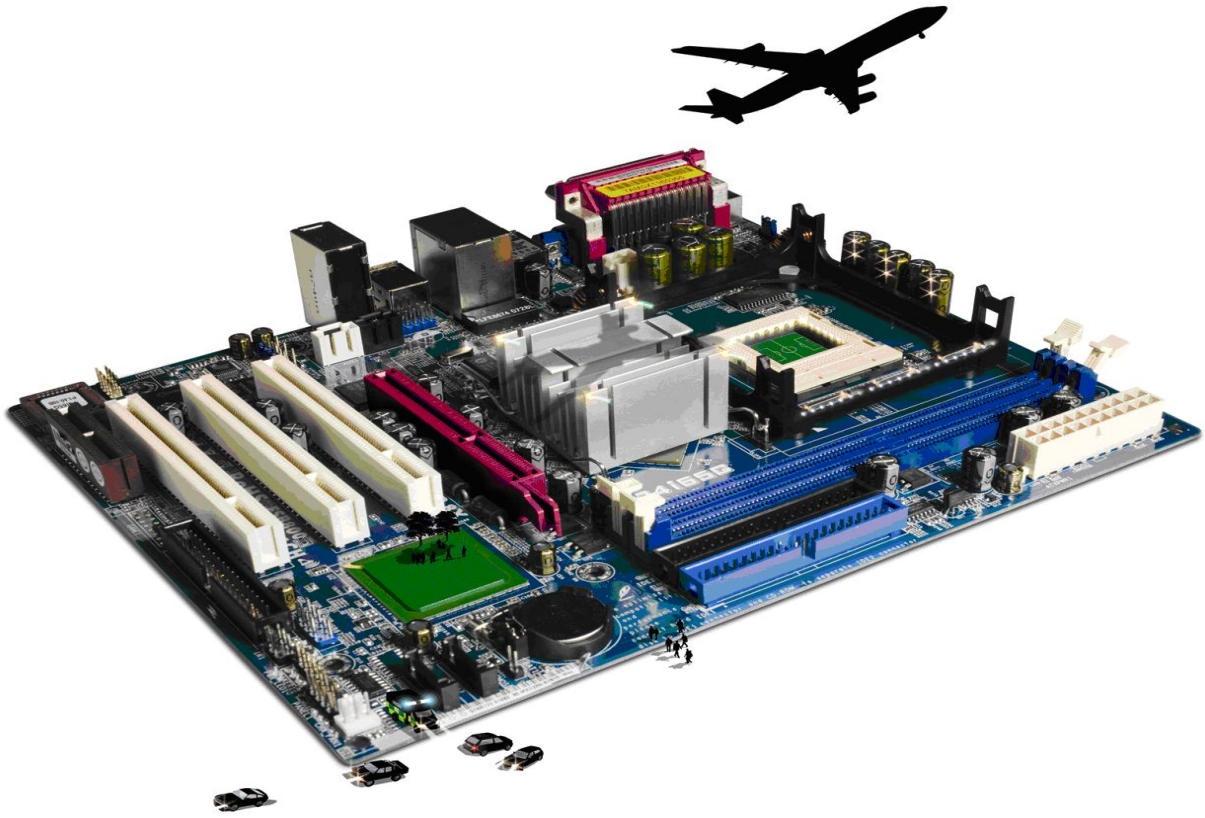

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Level 1 Data management software (DMS 7574-118)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Data management software (DMS 7574-118).

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 Data management software (DMS 7574-118)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Creating a backup
- Task B - Entering new records
- Task C - Amending records and reports

Scenario

You have just been appointed to the post of Administrator for a small consultancy firm, Late Hour Partnership, which began trading in 2007.

Your work as Administrator includes maintaining a small invoicing database system set up, by your predecessor, to track sales, check that bills are being paid etc. This database has also started to be used as a Contacts and Marketing database.

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

Task A – Creating a backup

1 Create a back up of the file **ITQdmsL1**, provided by your assessor.

Save it to your removable storage media or network drive using the file name:

ITQdmsL1backup.

Continued over ...

Task B – Entering new records

1 Open your database software.

2 Open the file **ITQdmsL1**.

When asked for a password the password and user name is: **ITQdmsL1**.

3 Add a new Organisation with the following details:

Organisation	**AndPen Media Ltd**
Street	**Durham Rd**
District	**Harker**
Town	**Andover**
County	**Hampshire**
PostCode	**SN17 5AS**
Telephone	**01099 325777**

Save the record.

4 Add **two** New Contacts to the new Organisation, responding to any error messages and making reasonable changes:

Title	**Mrs**
First Name	**Penny**
Middle Name	**Jane**
Family Name	**Ray**
DoB	**13.12.2075**
Job Title	**Managing Director**
Direct Dial	**01099 325777**
Ext	**12**
Mobile	**06792 982357**
E-mail address	**penny@andpen.coz**

Title	**Ms**
First Name	**Anne**
Middle Name	**Alexandra**
Family Name	**Ray**
DoB	**23.10.1978**
Job Title	**Technical Director**
Direct Dial	**01099 325777**
Ext	**14**
Mobile	**06681 871246**
E-mail address	**anne@andpen.coz**

Continued over…

5 Add **two** sets of Notes to AndPen Media Ltd. Where (*your name)* appears enter your own name.

Date	**(Today's date)**
User	**Sam Menzies**
Notes	**Called was told project aproved with contract in post. Work to start beginning of next month. Spoke to (*your name*).**
Person	**Penny Ray**

Date	**(1st of next month)**
User	**Megan Hill**
Notes	**Contract starts**
Person	**Penny Ray**

Use the spell check facility to make sure your data is correct (all names are spelt correctly).

Task C – Amending records and reports

1 Use the Search facility to find MZ Media.

NOTE: It is **not** necessary to enter the full name in the Search box.

Change the details OF MZ Media Ltd to:

Name	**ZM Media Ltd**
Street	**718 Aldborough Boulevard**
District	**Terrington**

2 Change the Contact details to:

First Name	**Jane**
Middle Name	**Avril**
Family Name	**Harris**
DoB	**8 July 1979**

3 Select the report Notes History and print one copy.

4 Close your database application.

Continued over…

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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