Level 1 Data management software (DMS 7574-118)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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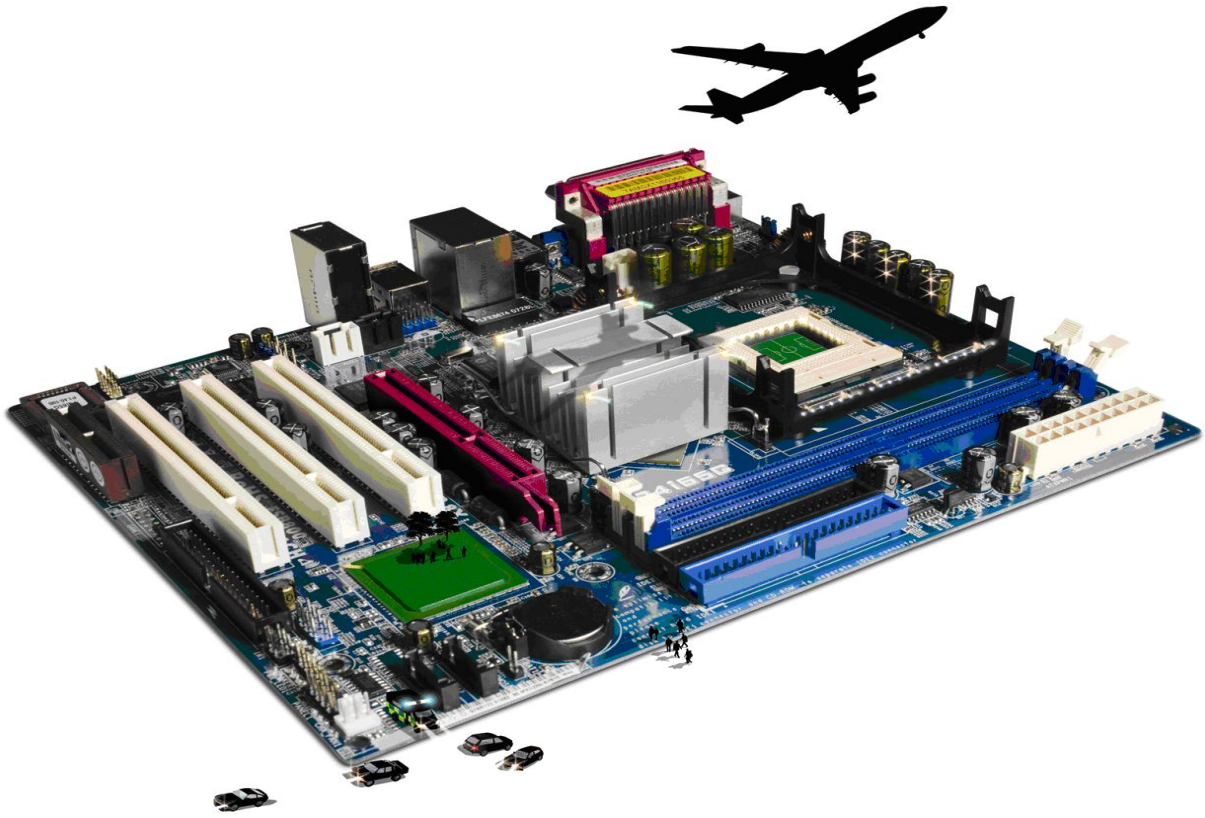

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Level 1 Data management software (DMS 7574-118)
Assignment A
Introduction – Information for Candidates

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:

Data-backup

Continued over …

Task B – Entering new records

1 Open your database software.

2 Open the file **ITQdmsL1**.

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

3 Add a new Organisation with the following details:

Organisation	**Bishops Publishing**
Street	**Oxford Rd**
District	**Mortle**
Town	**Churchover**
County	**Warwickshire**
PostCode	**CV17 4ZZ**
Telephone	**01788 775500**

Save the record.

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

Title	**Ms**
First Name	**Clair**
Middle Name	**Susan**
Family Name	**Morgan**
DoB	**01.01.2053**
Job Title	**Buyer**
Direct Dial	**01788 775520**
Ext	**562**
Mobile	**06542 556098**
E-mail address	**clair@bps.coz**

Title	**Dr**
First Name	**Iqbal**
Middle Name	**Ravinder**
Family Name	**Mahapatra**
DoB	**10.03.1977**
Job Title	**Chief Editor**
Direct Dial	**01788 775501**
Ext	**324**
Mobile	**06873 647298**
E-mail address	**ravi@bps.coz**

Continued over…

5 Add **two** sets of notes to **Bishops Publising**. Where (*your name)* appears enter your own name.

Date	**(Today's date)**
User	**Martin Dawes**
Notes	**Caller was told final proofs are ready. Work on printing can start when proofs have been sined off. To meet deadlines given this must be within the next 48 hours. Spoke to (*your name*).**
Person	**Clair Morgan**

Date	**(1st of next month)**
User	**Rheece Clements**
Notes	**Contract starts**
Person	**Clair Morgan**

Use the spell check facility to make sure your data is correct and amend it if required (all names are spelt correct.

Task C – Amending records and reports

1 Use the search facility to find **MZ Media Ltd**.

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**

Continued over…

3 Select the report **Notes History** and print one copy.

4 Close your database application.

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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