Level 1 Producing simple databases (7266/7267-004)

e-Quals
Assignment guide for Candidates

Assignment B

(This assignment can be used as evidence of achievement of 7574-119 database software)

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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 004 Producing simple databases Level 1

(This assignment can be used as evidence of achievement of 7574-119 database software)

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Producing simple databases (7266/7267-004)
Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Producing simple databases (7266/7267-004). This assignment can be used as evidence of achievement of 7574-129 word processing 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 **one and a half hours**.

Level 1 Producing simple databases (7266/7267-004)

(This assignment can be used as evidence of achievement of 7574-129 word processing software)

Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Print a printer test page
- Task B - Input data into a database
- Task C - Amend existing data in a database
- Task D - Make a database query
- Task E - Make and sort a database query

Scenario

You work for a department store as an administration assistant. New stock arrives at the store on a frequent basis as current stock is sold.

Your manager has asked you to update the database and provide information which will allow the store to re-order and monitor items.

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

Task A – Print a printer test page

1 Print a test page from the printer attached to your computer. Write your name, the date and **Printout 1** on this printout.

2 Create a new folder in your work area (or removable media) called **Mail Order**.

3 Move the **Home Style** database file supplied by your Tutor into the **Mail Order** folder.

4 Open the database software and open the **Home Style** database file supplied by your Tutor.

5 Open the **Products Table** in design view and change the price column to currency and format to 2 decimal places.

Save the modified table as **NewProducts**, use this table from now on.

Continued over…

Task B – Input data into a database

1 New stocks have arrived and these include new titles.

The following stock codes have been allocated and you will need to input these into the database.

Code	Product	Department	Price	Colour	Available
171068	Angelica Drum Shade	Lighting	14	Teal	9
171094	Retro Spiral Wool	Rugs	79.99	Red	2
171220	Wooden Guest Bed	Bedroom Furniture	249	(None)	3
171269	Toaster	Kitchen Utensils	30	Cream	21
171356	Cotton Towel Set and Bathmat	Bathroom Accessories	49.99	Azure	16

Continued over…

Task C – Amend existing data in a database

1 The numbers available for some items have been entered incorrectly.

Amend the **Available** field only with the data shown below:

Code	Available
171296	12
171326	14
171408	5
171069	9
171123	5
171104	12
171153	4
171210	12
171191	15
171315	7
171284	10

Task D – Make a database query

1 Create a query on the **Products Table** using all the fields, to find all the records for products with a colour of **Red**.

Save the query with the name **Red Products.**

2 Print the results of the query in landscape orientation.

Write your name, the date and **Printout 3** at the bottom of the sheet/s.

Task E – Make and sort a database query

1 Create a query on the **Products Table** using the **Code**, **Product**, **Price** and **Colour** fields, to find all the records for Products where there are **15 or more** available.

2 Sort the query in **descending** order of **Price**.

3 Save the query with the name **15 or More Available**.

4 Print the result of the query in portrait orientation ensuring all data is shown.

5 Write your name, the date and **Printout 4** at the bottom of the sheet/s.

Continued over…

6 Create a query on the **Products** Table using **all** the fields, to find **all** the records where the **price** is **less than £50** and the number **available** is **more than 10**.

7 Sort the query in **ascending** order of **Colour**.

Save any changes.

8 Name the query **Cheap and Available**.

9 Print the results of the query in **landscape** orientation ensuring **all** fields and data are shown.

10 Write your name, the date and **Printout 5** at the bottom of the sheet/s.

11 Exit the 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

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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