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**Unit 004 Producing simple databases Level 1**

Assignment C

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Level 1 Producing simple databases (7266/7267-004)
Assignment C
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Producing simple databases (7266/7267-004)

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.
Time allowance: One and a half hours

The assignment:

This assignment is made up of three tasks

- Task A - Open and modify a database
- Task B - Create database queries
- Task C - Create database reports

Scenario

You work for a large organisation as an administration assistant. You are responsible for maintaining the staff database and organising team building activities.

Your manager has asked you to update the database and provide information which will allow the company to carry out their planned team building events.

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

Task A – Open and modify a database

1  Make a new folder called Team Event in your work area or removable media.

   Copy the Team Building database supplied by your assessor into your new folder and use this for the rest of the assignment.

2  Start the database application software and open the Team Building database.

3  Open the Events table in design view.

   Change the Total Cost to Company field from numeric data type to currency to show with 2 decimal places and save any changes.

Continued over...
4 Add a suitable validation rule to the field **Meal Option** to only display the following:

- **H or V or S**

Add the message:

**Only H or V or S to be entered**

5 Five new employees have joined the company.

Using the data provided in the **New Employees.rtf**, add their details to the table.

6 **Ruby Ellis** has left the company and will not be attending the events.

Please delete this record.

7 Sort the table in ascending order of **Surname**.

Save the modified table.

8 **David Duffy** has requested to change his preferred date to **26/07/2008** and his meal preference from **H** to **S**.

Please edit this record as necessary.
Task B – Create database queries

1. Make a new query based on the Events table.

   Use all fields and find all the records of the employees whose preferred activity is either Orienteering or Rock Climbing.

   Save your query as Group 1-your name (e.g. Group 1–Freda Bloggs).

2. Run the query and print the results in landscape.

   Close the query.

3. Using the following fields:

   - Employee Reference Number
   - Surname
   - Preferred Activity
   - Total Cost to Company

   search for records where the field Total Cost to Company is equal to £30 or greater.

   Save your query as Group 2–your name

4. Run the query print the results in portrait.

   Close the query.

5. Create a query using all fields.

   Search for all records of employees whose preferred date is the 12/07/2008.

   Save your query as Group 3–your name and do not print.

   Close the query.

Continued over...
Task C – Create database reports

1. Using the query Group 3 – candidate name create a report using only the following fields:
   - Employee Reference Number
   - Surname
   - Preferred Date

   Chose your own style and layout.

   Give the report the title Events 12/07/2008-your name

2. Save and close the modified database.

   Create a backup in your Team Event folder with a suitable name that identifies it as a backup copy.

   Exit the 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