Level 1 Producing Simple Databases (7266/7267-004)

e-Quals
Assignment guide for Candidates
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**.

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

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.

Continued over…

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

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