Level 1Database software (7574-119)

ITQ
Assignment guide for Candidates
Assignment D

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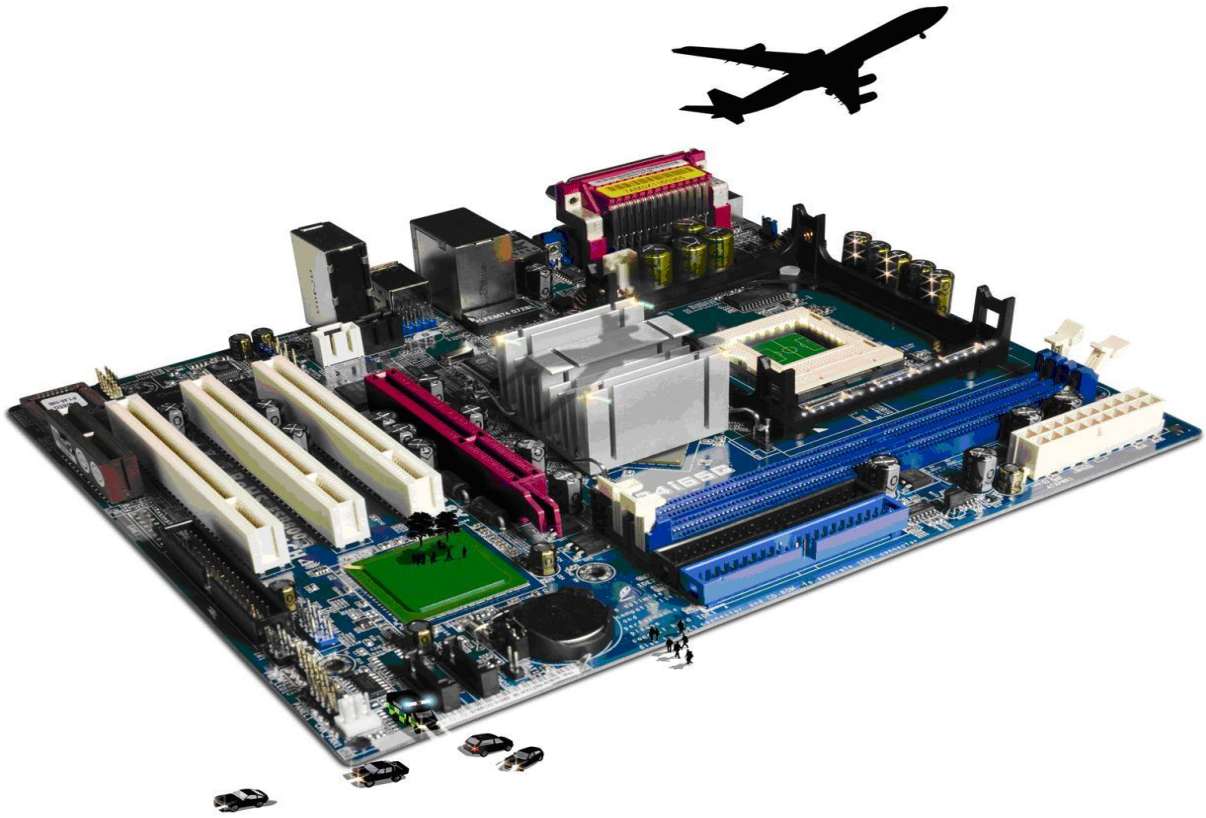

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Level 1 Database software (7574-119) Assignment D

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Database software (7574-119).

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 1Database software (7574-119)
Candidate instructions

Time allowance: one and a half hours

The assignment:

This assignment is made up of **four** 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

Scenario

You work for a small bookstore called i2Read, where new stocks arrive on a frequent basis and some stock does not sell as well as others. Your shift supervisor has asked you to update the inventory database and provide information on livestock, so that she can either re-order or discount 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. This will allow you to make sure that a printer is attached to the computer.

Write your name, date and **Printout 1** on this sheet.

2 Make a new folder and name it **i2Read** on your work area or removable media. Copy the database supplied by your assessor **(Books_stock)** into this folder and use this for the rest of your assignment.

3 Open your Database software and open the **Books_stock** database file.

4 Rename the table **Books_stock** to **Books_stock_New**, switch to design view and change the price field to currency and format to **2** decimal places, and use the renamed table from now on.

Task B – Input data into a database

1 Your shift supervisor would like you to identify those Books, which have one (1) copy remaining in stock, identify the relevant report required, run the report and print. Label it as **Printout 2**.

2 New stocks have arrived and these include new Books.
The following stock codes have been allocated and you should input them into the database

Stk_No	Book Title	Author/Editor	e-ISBN 13	Price	Genre	In_Stk
201851	The Land of Dreams	Vidar Sundstol	9780816689408	29.99	A Novel	10
201852	One Good Story, That One	Thomas King	9780816689781	29.99	Stories	10
201853	Seeking	Kwame Dawes	9781611170924	29.99	Poems	10
201854	Lucky That Way	Pamela Gerhardt	9780826220042	29.99	Stories	10
201855	I Can Almost See The Clouds of Dust	Translated by Fiona Sze-Lorrain	9789629965495	29.99	Stories	10

Task C – Amend existing data in a database

1 Some books that are already in the stock, have also been received.

Amend the In_Stk column for these records to show the new stock level as shown in In_Stk

Stk_No	Book Title	Author/Editor	e-ISBN 13	Price	Genre	In_Stk
201812	The Citizen Soldiers	John Garry Clifford	9780813154442	19.99	Satire	2
201813	Varmints and Victims	Stuart Ball	9780700621682	64.99	Fiction	4
201818	The Archaeology of Ethnogenesis	Barbara L. Voss	9780813055428	64.99	Fiction	6
201819	Chained in Silence	Talitha L. LeFlouria	9781469623283	24.99	Satire	7
201824	Keeping Faith	Linda Hogan	9781626162341	19.99	Mystery	9

Task D – Make a database query

1 Create a new query on the Books_stock Newtable, using all fields and find all records where the **In_Stk** is equal to **9**. Save the query as **New Stock- your name**.

Run the query **New Stock - your name** and print the result of the query in landscape. Write **Printout 3** on the bottom of printout.

Run the query New Stock – your name and print the result of the query in landscape. Write Printout 3 on the bottom of printout.

2 Create a new query on the database Books_stock New table, using the fields **Stk_No**, **Book Title**, **Genre** and **In_Stk** and find all records where the **In_Stk** is equal to or less than 4

Save the query as **New Order - your name**.

Sort the query in ascending order of **In_Stk**.

Close the query saving any changes.

3 Create a new query on the **Books_stock** New table, using all fields and find all records where the **In_Stk** is greater than 8 and the price is greater than £24.99

Save the query as **Price Deductions - your name**.

Sort the query in descending order of **In_Stk**. Close the query saving any changes

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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