Level 2 Data management software (DMS 7574-218)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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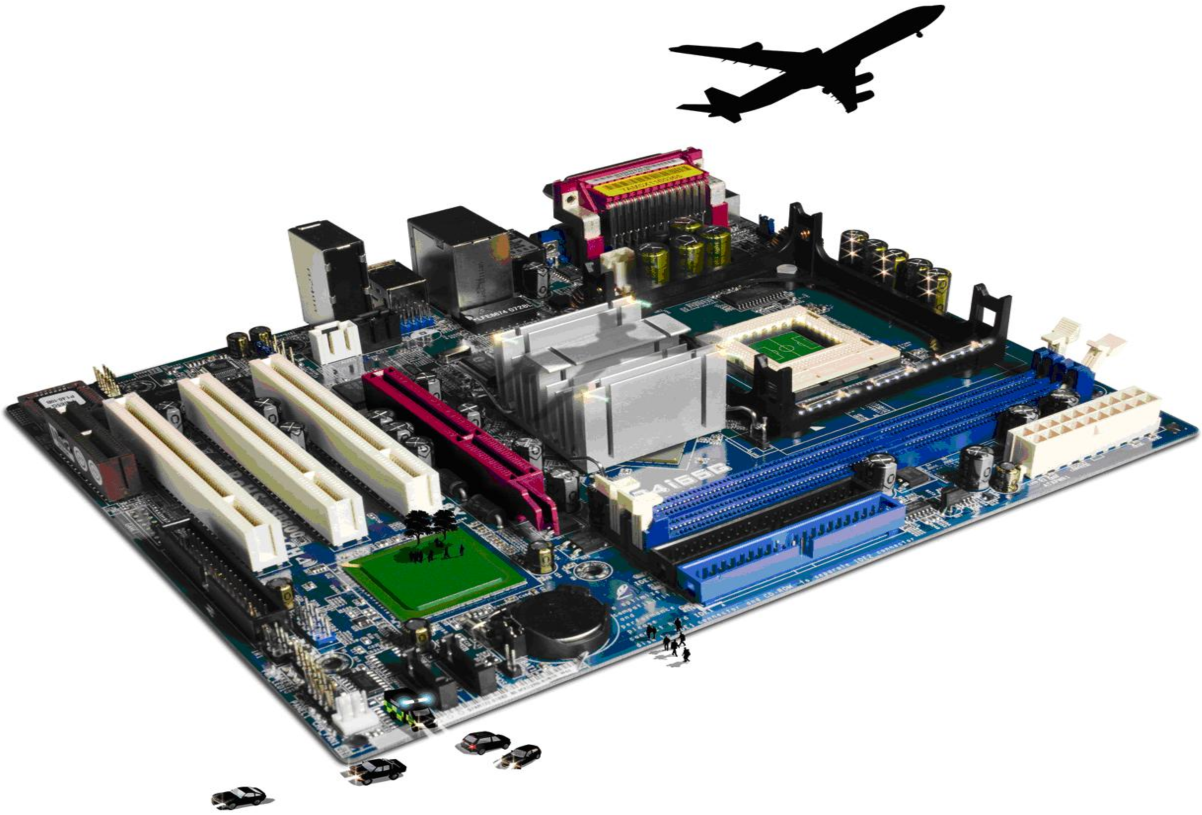

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Level 2 Data management software (7574-218)
Assignment A
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Data management software (DMS 7574-218).

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 **two hours**.

Level 2 Data management software (DMS 7574-218)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Creating a backup
- Task B - Adding new records
- Task C - Amending records
- Task D - Creating queries and reports
- Task E - Identifying security measures

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 **ITQdmsL2**, provided by your assessor.

Save it to your removable storage media or network drive using the file name:

ITQdmsL2backup

Continued over…

Task B – Adding new records

1 Open your database software.

2 Open the file **ITQdmsL2**.

3 Add a new Organisation with the following details:

Organisation	**AndPen Media Ltd.**
Number Street	**Durham Rd**
District	**Harker**
Town	**Andover**
County	**Hampshire**
Postcode	**H3 9JK**
Telephone	**01099 325777**

4 Add a New Person to AndPen Media Ltd.:

Title	**Mrs**
First Name	**Penny**
Middle Name	**Jane**
Family Name	**Ray**
DoB	**13.12.1975**
Job Title	**Managing Director**
Direct Dial	**01099 325777**
Ext	**12**
Mobile	**06792 982357**
E-mail address	**penny@andpen.coz**

5 Add **two** sets of Notes to AndPen Media Ltd. Where (*your name)* appears enter your own name:

Date	**(Today's date)**
User	**Megan Hill**
Notes	**Spoke to (*your name)*, was told project approved with contract in post. Work to start in six weeeks time.**
Person	**Penny Ray**

Date	**Four weeks time**
User	**Megan Hill**
Notes	**Phone Penny to confirm exact start date.**
Person	**Penny Ray**

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

Continued over…

Task C – Amending records

1 Abbie Clark's Date of Birth is wrong.

Open the People List (Main Menu > People List) to use the Access Filter option to locate her record.

Edit Abbie's record to alter the Date Of Birth from **08/09/1980** to **09/08/1980**.

2 Visually scan the first 35 records to check for any other data entry errors.

Amend any that are found.

Task D – Creating queries and reports

1 Using the Main Menu select Invoices List and click on the Edit Query button at the bottom of the form.

2 Enter criteria into the query to select all the invoices where the Net Total is worth £1000 or more.

Save the Query as **qryInvoicesList1000**.

Do not close this query.

Note: It is **essential** that the **qryInvoicesList** query is **not** overwritten.

3 Use this new query (**qryInvoicesList1000**) to create another query called **qryInvoicesList1000Sorted** which sorts the list in descending order of Net Value.

Note: It is **essential** that the **qryInvoicesList1000** query is **not** overwritten.

4 Create a new report based on **qryInvoicesList1000Sorted** that meets the following criteria:

1. does not include OrganisationId
2. is Landscape
3. is grouped on Organisation
4. shows the totals of Net Invoice, VAT and Gross Invoice per Organisation
5. the title of the report should be High Value Invoices.

Save the report as **rptInvoicesList1000Sorted**. Make sure all data is fully displayed.

Continued over…

Task E – Identifying security measures

1 This application has been developed for a small office and does not contain any security measures.

However, as it already contains some commercial information and could potentially contain even more, list **two** security measures that you may want to consider.

Use the file **Answers**, provided by your assessor, to record your two security measures.

2 Close all open applications.

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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