City & Guilds Level 3 Unit title (7574-318)

ITQ
Assignment guide for Candidates
Assignment C

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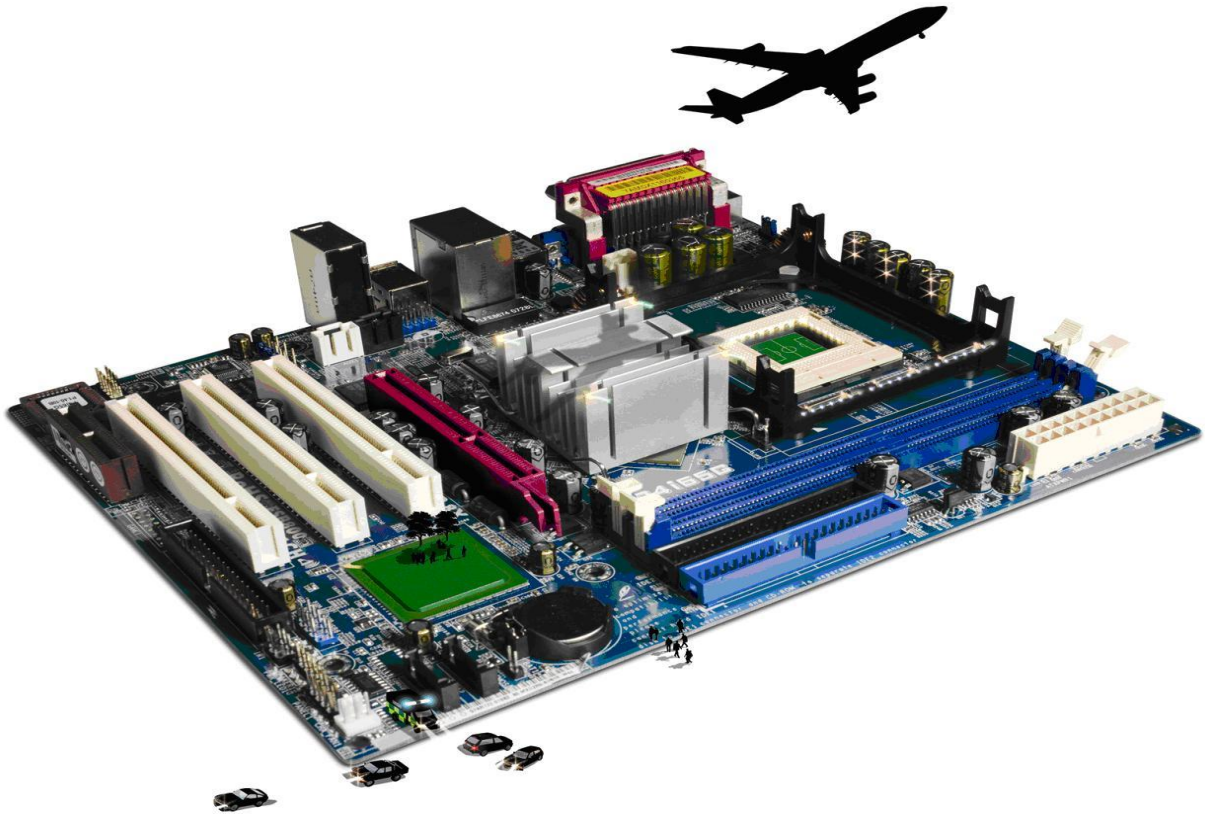
February 2024
Version 1.1



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Assignment C
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Data management software (7574-318).

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 and a half hours**.

Level 3 Data management software (7574-318)
Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - Creating a Back up
- Task B - Accessing data management software
- Task C - Creating queries and exporting data

Scenario

You work as a Data Operator with an organisation called Late Hour Partnership.
Your responsibilities include maintaining the organisational database, address queries and to produce relevant reports. This database has also started to be used as employees' contacts, and sales and marketing database.

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

Task A – Creating a Back up

1 Create a backup of the file **ITQdmsL3X**, provided to you.

2 Save it to your removable storage media or network drive using the file name: **ITQdmsL3X_backup**

Task B – Accessing data management software

1 Open your database software.

2 Open the file **ITQdmsL3X.**

3 Using the correct navigation add a new organisation with the following details:

Organisation Name	Andiflower_Corp & Sons
Street Number	101
District	Westblank
Town	Austin
Country	Queensland
Postal Code	PA3 4TT
Telephone Number	01111 000333

Using the correct navigation, locate and edit the details of Broken Bread Partnership.

Broken Bread Partnership have changed their address as:

Details	**From**	**To**
Number street:	210 Hinxhill Lane	A 20 Windsor Hills
District:	Pevensey	Oval
Town:	Milton Keynes	Doncaster

Carry out the given amendment and then save the record

Using the correct navigation, locate and edit the Organisation 'Clean Act Ltd'.
A new person has joined the company, using the appropriate tab, enter his details as follows: (responding to any error messages).

Title	Mr
First Name	Flower
Middle Name	Andy
Family Name	Jose
Date of Birth	12/12/80
Job Title	Data Security Manager
Direct Dial Phone	0812345671
Extension	2340
Email Address	**flwr@cal.coz**

Leave the remaining fields blank.

Save the record, close the form and return to the main menu.

Task C – Creating Queries, Reports and exporting data

1 You have been asked to show the gross total of receipts where Organisation is based in Torquay Town. Create a new Query that:

- Uses the tables: Organisation, Receipts and People
- Shows **Organisation, Town, Title, FirstName, FamilyName** and **GrossTotal** where Organisation is based in Torquay

Save this query as **qryTorquayGrossTotal.**

Run a report based on the new query **qryTorquayGrossTotal** to show Organisation, GrossTotal and Sum of GrossTotal at the bottom of the report. Use a suitable layout and format to ensure all your data is visible.

Save this report as rptTorquayGrossTotal.

2 Export the data from **qryTorquayGrossTotal** to a text file (as comma separated values). Use the file name **qryTorquayGrossTotal.txt** and save it to your work area.

3 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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