City & Guilds Level 3 Database Software (DB 7574-319)

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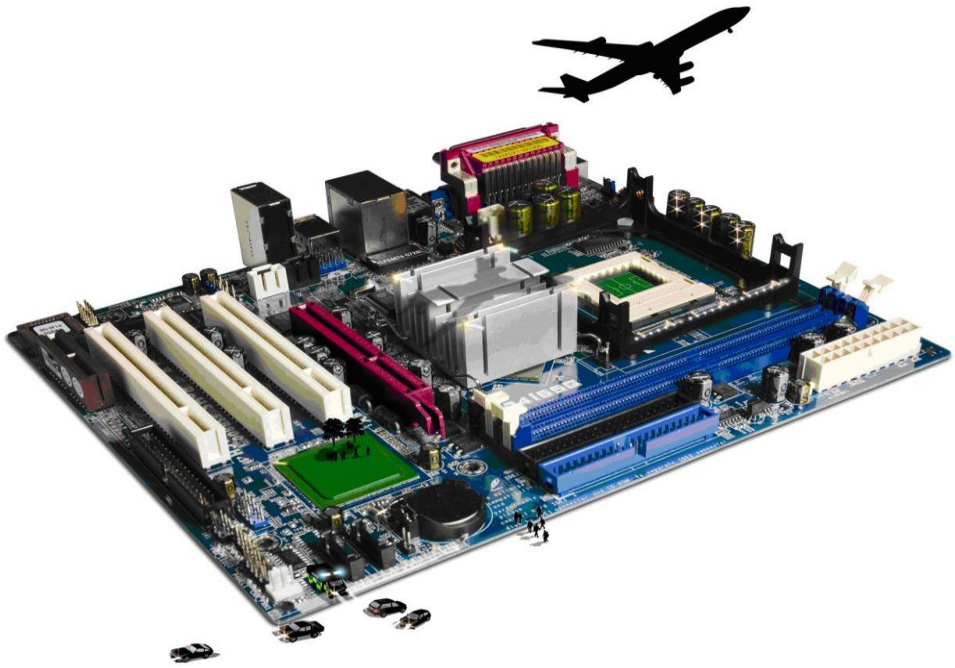
ITQ

Assignment guide for Candidates

Assignment A



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Level 3 Database software (DB 75740-319)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Database software (DB 7574-319).

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 Database software (DB 7574-319)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

This assignment is made up of **one** task

- Task A - Using database software

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 – Using database software

1 Open the database **ITQdbL3** provided by your assessor.

2 It has been noticed that the word 'Warehousing' has been misspelled as 'Wharehousing'.

Use a suitable method to correct this.

3 The report **InvoiceTemp** is missing some vital information. Create a new report, named **Invoice**, based on the **InvoiceTemp** report.

Add the following address details to the right hand side of the report header:

Late Hour Partnership
555 Rayleigh Arcade
Southend on Sea
SA40 2YK

Continued over…

4 In the **InvoiceId** footer, to the right of VAT Total field, add a function to calculate the **Gross Total**. Check that the total is correct and that the formatting is consistent with the rest of the report.

Save the updated report as **Invoice**.

5 Create a query called **qryTelephoneListing** based on the **People** and **Organisation** tables which returns:

- FamilyName
- FirstName
- Organisation
- TelephoneNumber
- DirectDial
- Ext.
- Mobile.

Include all records from **Organisation** and only those records from **People** where the joined fields are equal. Do not select your own staff employees.

6 Create a report called **rptTelephoneDirectory**, based on your **qryTelephoneListing** query, which is grouped by **Organisation** and sorted by the person's **FamilyName** and then **FirstName**. Make sure all grouping and sorting is in ascending order.

Modify the report so that the **FamilyName** and **FirstName** fields are in bold and that all data and labels are clearly shown.

7 Create a **CrossTab** query called **qryBySales** that summarises **NetTotal** sales by **Year** and by **Service**, using the tables **Invoices**, **InvoiceItems** and **Services**.

For **Year** use **Year:Year([TransactionDate])**.

8 Create a **Notes Table** that will allow the partners to have a general purpose, simple **Notes** facility which is able to capture at least 500 characters and can be used to record details of phone conversations, proposed meetings and so on.

You will need:

- a field which allows the **Notes** table to be linked to **Organisations**. (Each **Note** should belong to one and only one **Organisation**, but an **Organisation** may have many **Notes**)
- a field which acts as a unique identifier
- a date field which defaults to today
- a number field that enables the note to be associated to a given person at another organisation
- a number field that enables the note to be associated to the member of staff recording the information.

Continued over…

9 Add the **Notes** table to the **Relationships diagram**.

Create a one-to-many relationship between the **Organisation** table and the **Notes** table, make sure that data integrity is maintained in **all** instances.

Save the relationships diagram.

10 Create a query called **qryGetOrgPeople** that displays the fields **PeopleId**, **Organisation** and **Person**.

The **Person** field should be a concatenation of **FirstName** and **FamilyName**, with a space between the two, sort the list by **FamilyName**, **FirstName**.

Do **not** list members of staff.

11 Using the query **qryGetOrgPeople**, modify the criteria so that the query **only** lists members of staff.

Save the query as **qryGetStaff**.

12 Create a form called **frmNotes** that displays all data input fields from your **Notes** table and use a **Combo Box** to select data from your saved query **qryGetOrgPeople** for the name of the person being contacted. The **PersonId** number should not be visible in the **Combo Box**.

Use a **Combo Box** to select data from your saved query **qryGetStaff** to select the staff member (person) making the notes.

13 Add a new page to the existing **Tabbed Notebook** in the **frmOrganisationEdit** form and call it **Notes**.

Add **frmNotes** to that new page as a subform. Give the subform the name **Contacts**.

14 Test the system by adding a note linked to Blue Hearing plc. The Member of Staff is Millie Clark the contact is Aimee Bell. The note should read that:

Aimee was not available. Call back in one month.

15 Create a backup of your database using a suitable name. Using the backup set a password to prevent unauthorised access (password should be: cityandguilds).

Reopen the backup to ensure that the password has been set correctly.

16 Close your database software.

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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