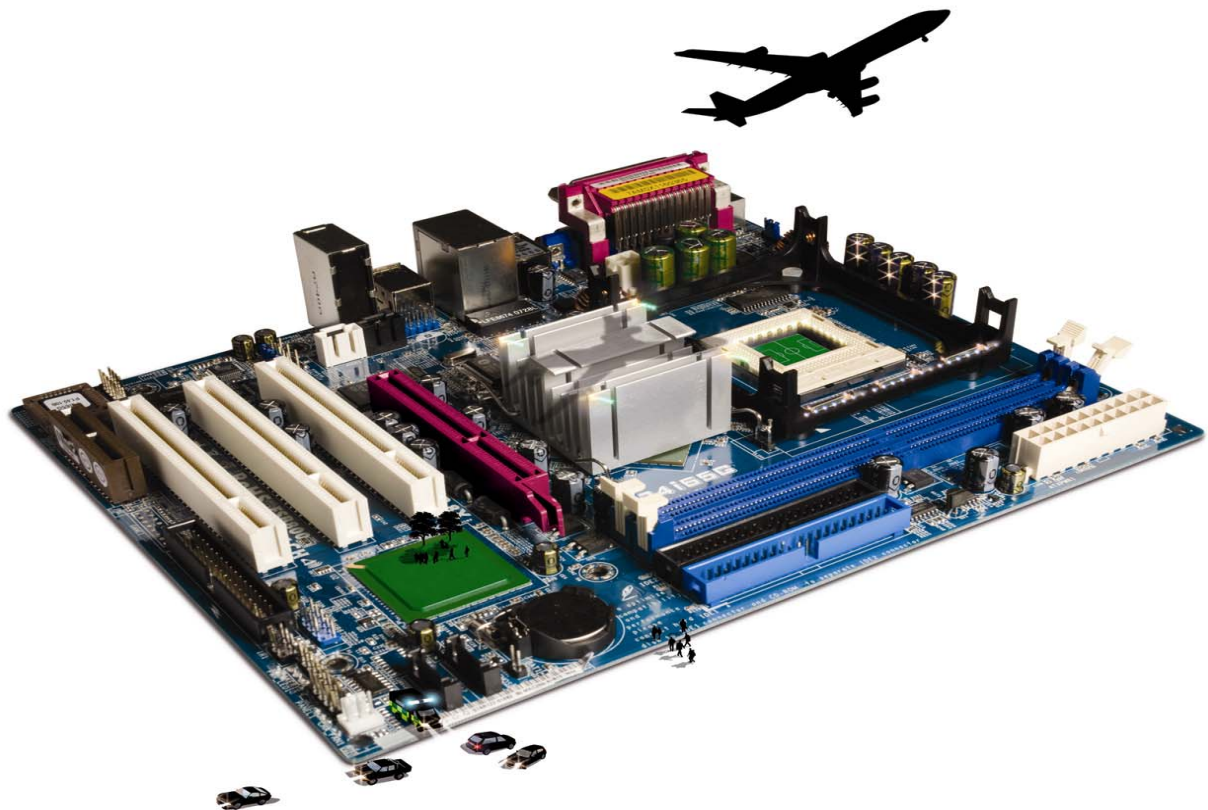# Start IT (iTQ)
Database software (4249-002)

Assignment guide for Candidates
Assignment B
QCA Ref: J/502/0169

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Database software (4249-002) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Database software (4249-002).

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**.

Database software (4249-002)
Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: One and a half hours

Assignment set up:

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

- Task A - Database set up
- Task B - Database Structure
- Task C - Edit the database
- Task D - Knowledge and understanding required when using Database software

Scenario

You are the Secretary of the local Bowling Club and have been asked to set up a database containing details of the club's membership.

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

Task A – Database set up

1   Turn on (and if necessary) log into the computer.

2   Open the database software.

3   Create a **new** blank database. Save this database file to your work area, or removable storage media, with the name **Bowling Club Members**.

Task B – Database Structure

1   Create the following table using the **Field Names** and **Data Types** shown below:

Field Name	Data Type
First Name	Text
Surname	Text
Address	Text
Town	Text
Post Code	Text
Fees Paid	Text

2   Save the table with the name **Contact Details**. Accept the primary key.

3   Enter the data shown in **Appendix 1** in the **Contact Details** table.

4   Proofread and check **all** the data entered for correctness.

Ensure **all** data can be clearly seen.

Save the table.

Print **one** copy of the table showing **all** records.

Write **your name, today's date** and **Printout 1** at the bottom of the printout/s. (The printout may be on more than one page.)

Continued over …

Task C – Edit the database

1   Using a **filter** find out how many of the members have **paid** their membership fees.

   Print out the results.

   Write **your name, today's date** and **Printout 2** at the bottom of the printout.

   Remove the filter.

2   Add the following record to the **Contact Details** table:

First Name	Surname	Address	Town	Post Code	Fees Paid
May	Jones	12 Westend	Nailsea	BS48 9DS	Yes

3   **Doris North** has moved to 54 Bath Road, Nailsea, BS48 1QQ.

   Amend her record to show this.

4   You have been given the wrong Post Code for **Chris King**, locate the record and amend the Post Code to BS48 4NM.

5   Sort the records into ascending alphabetical order (A-Z) by Surname.

   Print a copy of your sorted table.

   Write **your name, today's date** and **Printout 3** at the bottom of the printout.

   Close the table saving the changes.

6   Using a Report Wizard, select **all** fields and **all** default options.

   Produce a report based on the **Contact Details** table.

   Check that the report shows **6** records.

   Print the report. (This may be more than one page.)

   Write **your name, today's date** and **Printout 4** at the bottom of the printout.

   Close the report accepting any changes.

7   Open the database **League Results**, provided by your assessor.

Run the report called **Results** and when prompted enter the word **Won**.

Print the report. (This may be more than one page.)

Write **your name, today's date** and **Printout 5** at the bottom of the printout.

Close the report accepting any changes.

8   Close the database software.

Task D – Knowledge and understanding required when using Database software

Use the **Answer Sheet** on the next page to answer the questions.

Note: If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Continue over …

Start IT Database software (4249-002)
Candidate Answer Sheet

Name: Date:

Answer the following questions, you may complete them electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

D1   If an error message appears on your screen, list at least 3 ways of obtaining the help that you need.

D2   Answer the following questions.

Identify which of the following are components of a database (there are 3 correct answers):

Tables	Records
Letters	Questions
Queries	Pages
Workbooks	Formulas

D3   You accidentally type a Surname into a field called Date Of Birth.

What does the following error message mean? **'The value you entered isn't valid for this field'**

a   You have entered text into a numeric field.
b   You have spelt the Surname wrong.
c   The date of birth is wrong.
d   Their age is wrong.

D4   Another member of your family has asked you to produce a report from your database so that they can send out Thanks you cards.

What information would you include in the report? (there are **3** correct answers):

Names
Pets name
Address
Their favourite colour
Postcode

Hand this sheet to your Assessor once you have completed it. Don't forget to put your name on it!

Appendix 1

Task B3 – Data

First Name	Surname	Address	Town	Post Code	Fees Paid
Chris	King	5 Middle Street	Nailsea	BS48 9JH	Yes
Susan	Davies	3 Downside	Nailsea	BS48 6YR	Yes
Fred	Brown	3 Kent Road	Nailsea	BS48 2TY	No
Doris	North	88 Winter Avenue	Nailsea	BS48 1DC	Yes
Paul	Fox	5 Hinton Road	Nailsea	BS48 6LK	No

Note
- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.