

Pearson LCCI

**Level 1 Certificate in
Practical ICT Skills (VRQ)**
Database Sample Assignment –
Candidate's copy

Sample assessment material for first teaching
2001

Time: 1 hour

Paper Reference

ASE1113

You do not need any other materials.

Turn over ►

S57433A

©2017 Pearson Education Ltd.

1/



Pearson

The candidate's full name must be keyed in as instructed, either in the header or footer as specified, or in the title.

Candidates must produce the following five items for assessment:

- **TASK 1** – Task 1a Completed Craft Clubs Data Entry Form
Task 1b New Nailart database
- **TASK 2** – Sorted Query
- **TASK 3** – Amended table with column inserted
- **TASK 4** – Sorted Report in portrait orientation

Candidates will need the following file in order to complete this assessment:

CRAFT CLUBS.mdb

TASK 1a – Complete a data entry form

Introduction/Scenario

You sell Athena Nailart products to members of different craft clubs. You need a database to keep product details up to date.

Data: Here are details of 3 of the craft clubs:

Ref No	Club	Address 1	Address 2	Telephone
BC1	Bracknell Craft Club	3 High Street	Bracknell	013876
PC2	Porchester Crafts	10 The Alley	Porchester	042912
RC3	Ry Craft Club	10 Church Road	Rye	066881

Action to take:

- Open the database called CRAFT CLUBS
- Open the Data Entry Form
- One record has already been entered so use the form to enter the remaining 2 records given above
- Save your data entry form
- Rename the data entry form DATA ENTRY FORM (Your Name)

TASK 1b – Create the NailArt database

Data: These are the initial records to create a database of Nailart items:

ID	Stock No	Nailart Item	Supplier	Colour	Price
1	FP3	Freshwater Pearls	Craftco	White, Pink, Black	2.55
2	DG2	Diamond Glitter	Craftco	Silver, Green	14.2
3	RS1	Rhinestones	Valuecraft	Red, Blue	3.5
4	HM8	Half Moon Shapes	Star Products	Silver, Gold	3.85
5	GG2	Gold Glitter	Craftco	Gold	2.25
6	GS7	Glass Shapes	Star Products	Transparent	3.99
7	GS3	Glass Snowflakes	Valuecraft	Various	4.8
8	DF3	Metallic Stars	Star Products	Pink, Blue	2.55

Action to take:

- Start a new database called NAILART
- Create a table based on the above information
- Set the Primary Key on the ID field to avoid automatic sort problems with the software when first saving your data. Use an AutoNumber (automatic 1 to 8). This will automatically keep the records in the set ID order
- Format the price field for currency to 2 decimal places
- Head the table: NAILART – TABLE 1 (Your Name) and save your work in this new database
- Check data details for accuracy and check columns are wide enough to display all the data
- Save your work

TASK 2 – Amend the database

Data: There are some errors in the database so amend these in Table 2. In record FP3 the name is Faux Pearls. Stock No DG2 Diamond Glitter costs £3.75. Athena Nailart is replacing Glass Shapes (Stock No GS7) with a new product and below are details of 3 new Nailart items to be added to the database:

ID	Stock No	Nailart Item	Supplier	Colour	Price
9	SF7	Shell Flowers	Star Products	Various	4.35
10	IN2	Instant Art Nail Sheets	Valuecraft	Pink, Blue	4.99
11	AP9	Ruby Crystals	Craftco	Red	3.75

Action to take:

- Make a copy of NAILART – TABLE 1 and name it NAILART – TABLE 2 (Your Name)
- Carry out the amendments as detailed above
- Add the 3 new records
- Move the **Supplier** column so that it now appears between the **Colour** and **Price** column
- Check that all fields and their contents can be seen
- Save your work

TASK 3 – Query the database

Data: The Bracknell Craft Club likes nailart items supplied by Star Products and is considering buying more for its members.

Action to take:

- Use Table 2 and select records of items supplied by Star Products, with all their details
- Sort them in ascending order of price (lowest first). Make sure all the data is sorted and the fields are in their new order
- Head this table: Query 1(Your Name)
- Save these selected records in their new field order as set out in Task 2

TASK 4 – Produce a report

Data: Using the information saved for Bracknell Craft Club in Query 1, prepare a report in portrait orientation to send to the Club later.

Action to take:

- Prepare the list of selected items in database report format. You may use a wizard
- There should only be 3 fields: **Stock No**, **Nailart Item** and **Price**. These field headings should be in capital letters
- Give the report a suitable heading
- Remove the date and page details from the page footer and insert your name and today's date (in that order) in the page footer
- Save your report