

Pearson LCCI

**Level 2 Certificate in
Practical ICT Skills (VRQ)**

**Database Sample Assignment –
Candidate's copy**

Sample assessment material for first teaching
May 2007
Time: 1 hour 30 minutes

Paper Reference
ASE2223

You do not need any other materials.

Turn over ►

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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** – 3-D Bar Chart
- **TASK 2** – Amended database with one field added and 1 field deleted
- **TASK 3** – 3a Amended database with two further fields added ready for query
3b Sorted two criteria query based on the above table
- **TASK 4** – Membership report duly sorted

Candidates are advised to read through the whole paper before starting the tasks

TASK 1 – Set up the database

Introduction/Scenario:

You are the membership secretary for Porchester Sports Club, who is setting up its database of members.

Data: Use the following 8 field headings: **ID, Title, First Name, Family Name, Street, Postcode, Town** and **Telephone**. There are 10 records for the following 10 members who all live in Porchester. Mr John Carey and his wife Mrs Anna Carey both live at 15 Darwin Road PR3 5TD and their phone number is 01203; David Potter lives at 6 Milner Road PR4 6MP, phone 01296; Mrs Kathy Jenkins lives at 34 Forest Road PR3 8NF, phone no 01265; Harry Belmont lives at 84 High Road PR2 7KM, phone 01234; Miss Jenny Carter lives at 4 North Crescent PR3 5DJ, phone 01266; Miss Marie Joseph of 15 Denby Street PR5 8TA, phone 01277; Mr George and his wife Mrs Lucy Smith live at 14 Weston Grange PR4 6DT, phone 01293; Rob Morley lives at 25 Forest Road PR3 8NT, phone 01254.

Action to take:

- Create a new database file with a suitable name
- Set up the database with the given field headings and include a primary key on the ID field
- Save the table as Table 1 - your name, in the new database folder
- Enter the data given above
- Set out the table clearly, using suitable fonts and formatting column widths
- Display this table so that all fields and data are fully displayed
- Proofread your work to check for errors

TASK 2 – Amend the file

Data: Marie Joseph has left the town, as have Mr and Mrs Smith so remove their records. Four new members have joined the club. They are Ms Pauline Green, 14 Queenston Road PR2 9TT, phone 01279; John Staple, 51 Cherry Drive PR4 5ED, phone 01269; Bob and Bill Carstairs, 22 The Boltons PR5 2JT, 01249 Membership Nos are to be allocated to all members – these will be the first and last letter of the family name with the ID number added at the end (eg for ID2 Anna Carey the number would be CY2). The Committee suggests that the ID field should be turned into an alphanumeric field as the ID numbers will be replaced by text and numbers reference next year.

Action to Take:

- Make a copy of Table 1 and name it Amended Table 2 + your name
- Delete the **Town** field as all the members live in the same town
- Amend the table by deleting and adding records where appropriate
- Add a new **Membership No** field and enter a reference for each member
- Alter the properties of the **ID** field to text (note that when saved the table will be sorted in a different way on the ID field)
- Display this table so that all fields and data are fully displayed
- Save this amended table in the new folder

TASK 3a – Amend the file

Data: The Careys joined in 4/6/2001 and both are tennis players; David Potter 17/8/2004, swimming; Kathy Jenkins 9/9/2003, bowls; Harry Belmont 2/10/2004 tennis, Jenny Carter 15/6/2006 bowls; Rob Morley 5/9/2004 swimming; Pauline Green 8/5/2006 bowls; John Staple 16/5/2006 bowls; Bob and Bill Carstairs 5/5/2006, Bob plays tennis and Bill goes swimming.

Action to Take:

- Make a copy of Table 2 + your name and name it Amended File For Query
- Add 2 further fields immediately before the Street field. These should contain the date the members joined (Date Joined) and also the Sport they play, as listed above
- Add a lookup column to the field you are setting up as the **Sport** field and use this to enter the individual sports into the records
- Amend the database table to include these details. Save the Amended File for Query

TASK 3b – Query the file and sort the records

- As the committee is considering a special offer to reward members who joined on or before 2/10/2004 and are tennis players, please identify these members by querying the database and putting the records in descending alphabetical order on the Family Name field
- Display the tables so that all fields and data are fully displayed
- Save both this Amended File For Query and the Query + your name in the database folder

TASK 4 – Prepare a report

Data: Use the Amended File for Query which you prepared for Task 3.

Action to Take:

- Members would be interested in having a list of the club members. To do this, prepare a report based on the Amended File For Query
- The **ID**, **Date** Joined and **Membership No** fields are not required for this report so hide or do not use these fields. Enter only the **Sport**, **Title**, **First Name**, **Family Name**, **Street**, **Postcode** and **Telephone** fields in that order
- Set out the report in landscape orientation and display it in this format. Give the report a suitable title
- First group the members according to the sport they play. Do a primary ascending sort on **Sport** and a secondary ascending sort in each group on **Family Name**
- Add your name and today's date in that order in a page footer
- Save the file in the new folder