

National Council for Vocational Awards



Database Methods Level 2 Practical Examination

Examination Duration: Two Hours

INSTRUCTIONS TO CANDIDATES

1. Attempt all six tasks.
2. Read the paper throughout before you attempt any of the tasks.
3. Enter your name and examination number clearly on all printouts.
4. Printing may be carried out under supervision after the time allowed for the practical examination but no alteration may be made to the saved files.
5. Files must be saved on a floppy disk labelled with your examination number.

TERMINOLOGY USED

You should note that the term **database structure** will be used to describe the template used to create the database in the package you are using. For example, in dBase it will refer to the database file structure and in Microsoft Access it will refer to the TABLE structure. Also the term **data set** will be used to describe the actual data in the database, i.e the records.

Introduction:

The Slimline Beauty and Weight Salon provides slimming and beauty treatments for its clients. When new clients attend the salon they are asked to complete an individual client card. Essential details from this client card are entered into the salon database.

Task 1

(6 Marks)

Create a database/table to hold the following sample data extracted from the client cards. Save this database/table with the name **SALON1**.

Record No	Client	Address	DOB	Height (cm)	Weight (kg)	Skin Type	Smoker
1001	Sandra Williams	Trimgate St., Navan	01/06/57	170	94	Oily	Yes
1002	Donal Ryan	Navan Road, Keils	07/03/63	175	73	Oily	No
1003	Anne Byrne	Dublin Road, Navan	11/10/72	164	78	Normal	No
1004	Mary Murphy	Boyne Road, Drogheda	03/02/58	190	87	Dry	No
1005	Michael Smith	Nobber, Co. Meath	06/07/69	183	82	Dry	Yes
1006	Angela Doyle	Slane, Co. Meath	23/05/67	176	84	Normal	Yes
1007	Joe Duffy	Boyne Road, Drogheda	14/09/53	179	79	Dry	No
1008	Stella O'Dea	Slane, Co. Meath	17/08/64	182	81	Oily	No
1009	Michelle Black	Beauparc, Co. Meath	03/03/76	196	90	Dry	No
1010	Vicky Ryan	Boyne Road, Navan	09/09/78	178	84	Normal	Yes

Fill out the Database Structure form provided to show field names, data types and field sizes/widths as appropriate

Task 2

(10 Marks)

2.1 Design and create a form to allow the operator to enter the data shown above into the database/table.

You should use the following format

- insert the title **Client Details** centrally on the screen
- display two fields on each line
- place a label or title beside each field.

Either print this form (now or later) or call the specialist teacher at the end of the examination to award marks to your form.

2.2 Enter all the sample data, given above, into the database/table.
Save the database/table and print this dataset either now or later.

Task 3**(10 Marks)**

For each of the queries listed below create the query in the manner appropriate to the package you are using and then print (now or later) the resulting output.

- 3.1 Find and print records for all clients who have Normal Skin Type.
- 3.2 Find and print records for all clients with Navan Addresses (use a wildcard operator) .
- 3.3 Find and print records for all clients who Weigh more than 80 kg and who are Smokers.
- 3.4 Find and print records for all clients who have either Oily or Dry Skin Types, whose DOB is between 01/01/55 and 01/01/75 and whose Height is greater than 175 cm.

Task 4**(4 marks)**

Make the following modifications to the database/table and save this new database/table as SALON2.

4.1 delete the record for docket number 1003.

4.2 add two new records as follows:

1011	Joan Smith	Boyne Road, Drogheda	03/04/79	168	82	Oily	Yes
1012	Michelle Doe	Slane, Co.Meath	12/10/72	173	84	Normal	Yes

Task 5**(10 marks)**

Generate a report, from the SALON2 database/table, with the format specified below:

- Show all fields except Skin Type.
- Display the title Client List - May 1996 centrally over the report.
- Show a grand total at the end of the report, for the Weight field.
- Sort in descending order of Address field, (primary sort).
- Sort in ascending order of Client field, (secondary sort).
- Columns aligned under column headings and evenly spaced across the page.

Save this report as REPORTC.

Print this report either now or later.

Task 6**(10 marks)**

Produce a set of mailing labels, from the database/table **SALON2**, for all clients, except those from Nobber, Co Meath.

Each mailing label should have the following format:
layout as shown below,
have at least two labels per line
print in ascending order by **Client**

DOCKET NO	DOB
BRANCH	
ADDRESS	

Total Mark = 50

CHECK LIST OF REQUIREMENTS:

At the end of the examination you should have the following items.

Tick ✓

- | | | |
|--|---|--------------------------|
| 1. The following data saved on disk: | (a) SALON1 from task 1. | <input type="checkbox"/> |
| | (b) SALON2 from task 4. | <input type="checkbox"/> |
| | (c) REPORTC from task 5. | <input type="checkbox"/> |
| 2. The following forms and printouts. | (a) Database Structure Form from Task 1. | <input type="checkbox"/> |
| | (b) Form from Task 2 (not required if marked from screen) | <input type="checkbox"/> |
| | (c) Contents of SALON1 from Task 2. | <input type="checkbox"/> |
| | (d) Four Queries from Task 3. | <input type="checkbox"/> |
| | (e) Report from Task 5. | <input type="checkbox"/> |
| | (f) Mailing Labels from Task 6. | <input type="checkbox"/> |
| 3. Return your disk, forms and printouts and this examination paper to the supervisor at the end of the examination. | | |

Database Structure - Form

Name: _____

Examination Number: _____

Date: _____