FETAC

Further Education and Training Awards Council

Comhairle na nDámhachtainí Breisoideachais agus Oiliúna

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Database Methods B20028

Practical Examination 2008
This exam counts for 50% of the module

Duration: Two Hours

INSTRUCTIONS TO CANDIDATES

1. Attempt **all** tasks **in order**.

2. Read the paper throughout before you carry out 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 saved files.

5. Files must be saved on your **Z:** drive.

6. At the end of the examination, return all printouts and this examination paper to the exam supervisor.

Candidate Name: _____ **Date:** _____

PPS Number: _____

As part of it's normal operations *Taint Broke Computer Services* keeps track of such elements of its business as products, customers, transactions and staff in tables in a database. Below is a sample of some employee details.

1 Create a database file called **DBPRAC2008-(*your_initials*)** and within it create a new table called **STAFF-(*your_initials*)-1**.

2 Using suitable field names complete the Table Structure Form provided below to describe the design of the table. Then use this to create the table structure.

TABLE STRUCTURE FORM:

Field Name	Data Type	Size/Sub-Type

3 Design a screen input form in the database application which you can use to enter data into the table. The input form should have your name or initials visible on it.

3.1 Insert the title **Staff Details Entry Form** centrally on the form.

3.2 Display two fields on each line.

3.3 Place a suitable label or title beside each field.

3.4 Print one copy of the input form.

4 Using the input form you have created, enter the data shown below into your database table.

Staff Number	First Name	Last Name	Date of Birth	Employed Since	Base Annual Salary
E021	John	Williams	02/04/1980	1/6/2004	€37,500.00
E022	Fred	Walsh	4/12/1972	1/7/1995	€45,800.00
B201	Eamonn	Ceannt	5/1/1967	1/11/1990	€65,500.00
G109	Frances	Ryan	23/12/1969	1/2/1989	€62,750.00
G101	Ellen	Grant	23/1/1973	1/2/1990	€57,000.00
A870	Tony	Quinn	1/4/1979	1/3/2002	€32,050.00
W023	Mary	Quinn	8/11/1981	1/9/2000	€28,700.00
G106	Helen	Murphy	4/10/1975	1/4/1995	€36,500.00
C202	John	Reilly	1/9/1980	1/10/2007	€21,090.00
H102	Alexander	Radowicz	15/9/1962	1/6/1984	€65,500.00

5 Print the table data as entered, organised on **Base Annual Salary** descending (primary sort) and then by the **Date of Birth** in ascending order (secondary sort).

6 Create the following queries and save and print each one. Include your initials in the name given to identify each query in order to identify your printout:

6.1 Retrieve all records for staff with **Last Name** Quinn.

6.2 Use a wild card to retrieve all records for staff with a **Staff Number** beginning with the letter G.

6.3 Retrieve all records for staff with **First Name** John and who have a **Base Annual Salary** in excess of €30,000.

6.4 Retrieve the **First Name**, **Last Name** and **Date of Birth** fields only for staff **Employed** between 1990 and 2000 (but excluding those years) with **Base Annual Salary** greater than €40,000.

7 Copy the table into a new table called **STAFF-(*your_initials*)-2** And work with the new table.

8 Add a new field to the table called **HasShares**:

8.1 Field name – **HasShares**.

8.2 Field type – **Logical** (Yes/No) .

9 Make the entries in the table data to reflect which staff are eligible to be members of the employee share scheme, available to staff working with the company 5 years or more, *i.e.* 2003 and earlier.

10 Delete the record for employee **A870**.

11 Add the following records:

Staff Number	First Name	Last Name	Date of Birth	Employed Since	Base Annual Salary	HasShares
A808	James	Regan	23/6/1978	1/7/2006	€28,950.00	No
H127	Susan	Keane	9/11/1972	1/10/1996	€37,750.00	Yes

12 Print the modified table.

13 Generate a report from the current table to include the following details:

13.1 Retrieve all fields for all records except **Date of Birth**

13.2 Display the appropriate field heading centrally over each column of data.

13.3 Display the title **Annual Salaries Costings Report**, centrally over the report.

13.4 Organise/Sort the report in descending order on the **Base Annual Salary** field.

13.5 Show the total for the **Base Annual Salary** field at the bottom of the report.

13.6 Save this report as **REPORT-(*your_initials*)** and print it.

14 Produce a set of labels for all staff members to be used as covers on paper folders in the personnel files of staff, used as backups to electronic files.

14.1 Layout as shown below.

14.2 More than one label across the sheet.

14.3 Actual use of paper labels is not required.

Last Name, First Name
Date of Birth
Employed Since
Staff Number

15 Save this labels report as **LABELS-(*your_initials*)** and print it.

CHECK LIST OF REQUIREMENTS

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

1. The file **DBPRAC2008-(*your_initials*)** saved on the **Z:** drive.
2. The Table Structure Form completed.
3. The following tables, saved:
   (a) The table **STAFF-(*initials*)-1**
   (b) The table **STAFF-(*initials*)-2**
   (c) The query **QUERY1 -(*initials*)**
   (d) The query **QUERY2 -(*initials*)**
   (e) The query **QUERY3 -(*initials*)**
   (f) The query **QUERY4 -(*initials*)**
   (g) The report **REPORT -(*initials*)**
   (h) The labels **LABELS -(*initials*)**
4. The following printouts:
   (a) The table **STAFF-(*initials*)-1**
   (b) The table **STAFF-(*initials*)-2**
   (c) The query **QUERY1 -(*initials*)**
   (d) The query **QUERY2 -(*initials*)**
   (e) The query **QUERY3 -(*initials*)**
   (f) The query **QUERY4 -(*initials*)**
   (g) The report **REPORT -(*initials*)**
   (h) The labels **LABELS -(*initials*)**