



សាលាអាមេរិកាំងហ្គេតលឌិនហ្គេត
GOLDEN GATE AMERICAN SCHOOL

Campus:	Grade:	T. Brandon Jenkins	Score: /100
Student's full name:			
Class:	(M/F)	Date: /	

TERM 4 FINAL EXAM

Subject ICT

(Time allowed: 40 minutes)

EXAM RULES

1. Write the date, your full name, gender and class on the front page.
2. NO talking in the examination room.
3. Stay seated at your desk until the teacher says you can get up.
4. If you need help, raise your hand. Do not stand up or shout out!
5. Food and drinks are not allowed (only clear water bottles).
6. No cell phones, tablets, i-pads or other electronics are allowed in the class.
7. Write neatly and clearly! Check your work when you have finished.
8. **CHEATING** will not be tolerated! Do not look at other students' work, do not whisper or communicate in any way with other students.

**IF YOU ARE CAUGHT CHEATING, YOUR EXAM WILL BE TAKEN AWAY,
MARKS WILL BE DEDUCTED.**

Project Title: "School Library Database"

Objective: To apply and enhance basic Microsoft Access skills by creating a simple school library database, including a table, form, query, and report, using Access wizards.

Project Description:

Each student will create a basic library database in Access. The database will include a table of book information, a form to enter new data, a query to find specific data, and a report to present the data in a user-friendly format.

Table Creation:

The table will be named "Books" and will contain the following fields:

1. BookID (Autonumber, Primary Key)
2. Title (Short Text)
3. Author (Short Text)
4. Genre (Short Text)
5. Year Published (Number)
6. Status (Short Text - "Available" or "Checked Out")

Instructions:

1. **Create the Table:**
 - Open Access and create a new database named "School Library"
 - Click on "Table Design"
 - Add the fields mentioned above, remembering to set the "BookID" as the primary key.
2. **Create the Form:**
 - Select the "Books" table
 - Click on "Form Wizard" in the "Form" section under the "Create" tab
 - Select all fields to be included in the form
 - Follow the wizard's steps to complete the form creation
3. **Create the Query:**
 - Click on "Query Wizard" in the "Query" section under the "Create" tab
 - Select "Simple Query Wizard" and click "Ok"
 - Choose the "Books" table and add the fields you want to be included in the query
 - Name the query "Book Search"
 - Run the query to make sure it works
4. **Create the Report:**
 - Click on "Report Wizard" in the "Report" section under the "Create" tab
 - Choose the "Books" table and add the fields to be included in the report
 - Follow the wizard's steps to complete the report creation
 - Name the report "Book Report"
 - Preview the report to make sure it displays the data correctly

Evaluation Criteria Checklist (Each item carries one point, for a total of 20 points):

- 1. Table Creation (5 points)**
 - Correctly named table ("Books")
 - All required fields are present and correctly formatted
 - "BookID" field is set as the primary key
 - Data types for each field are appropriate
 - Field names are clear and correctly spelled
- 2. Form Creation (5 points)**
 - Form is created using the wizard
 - All fields from the "Books" table are present on the form
 - Form is correctly named ("Books Form")
 - Form layout is clear and easy to read
 - Form allows for easy data entry
- 3. Query Creation (5 points)**
 - Query is created using the wizard
 - Selected fields are appropriate for the intended search function
 - Query is correctly named ("Book Search")
 - Query returns expected results when run
 - Query design is clear and functional
- 4. Report Creation (5 points)**
 - Report is created using the wizard
 - All fields from the "Books" table are present on the report
 - Report is correctly named ("Book Report")
 - Report layout is clear and easy to read
 - Report accurately displays data from the "Books" table