



DATABASE OPERATIONS

5185/A

Optional Module: Practical Assessment

2007

45 minutes plus 15 minutes reading time

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Candidates are permitted **15 minutes** reading time before attempting the paper.

Make sure that your **Centre number, candidate number** and **name** are clearly visible on **each printout** that you are asked to produce, before it is sent to the printer.

Carry out **every** instruction in each task.

Tasks are numbered on the left hand side of the page, so that you can see what to do, step by step. On the right hand side of the page for each task, you will find a box which you can tick (✓) when you have completed the task; this checklist will help you to track your progress through the assessment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

This document consists of **3** printed pages.



You work for an international company called Hothouse Design.

You are going to work on a database of sales orders.

The database has the following field names:

Sales_person, *Order_number*, *Code*, *Product*, *Size*, *Specification*, *Price* and *Order*

- 1 Start your database package and import the file **FDOA7DAT.CSV** 1.1.1
 Make sure that the field names above are used in your database. 1.2.1
 1.2.2

- 2 Add the record into the table: 1.3.1

<i>Sales_person</i>	<i>Order_number</i>	<i>Code</i>	<i>Product</i>	<i>Size</i>	<i>Specification</i>	<i>Price</i>	<i>Order</i>
Fisher	175	HD-16	Flyer	A4 Bi-fold	Black	45	80

- 3 The order number 169 is wrong and requires the following changes: 2.1.1

Code from *HD-09* to **HD-08**
Size from *A4* to **A5**
Specification from *Two Colour* to **Full Colour**
Price from *76* to **50**

- 4 The order number 132 has been cancelled. 2.2.1
 Delete this record from the table.

You need to produce a list of all the orders sold by a particular sales person.

- 5 Select only the records where the *Sales_person* is **Fisher** 3.2.2
 Show only the fields *Order_number*, *Code*, *Size*, *Specification*, *Price* and *Order*
- 6 Produce a report with the heading **Sales by Mr Fisher** which lists only the 4.1.1
 data you have extracted in step 5.
- 7 Save this report with a new filename and print it. 5.1.1

You need to produce a sorted list of recent orders.

- | | | | |
|----|---|-------------------------------------|-------------------------|
| 8 | From all the data, select only the records where the <i>Order_number</i> is greater than 169 and the <i>Specification</i> is not Two Colour
Show all fields. | <input checked="" type="checkbox"/> | 3.2.1
3.2.2
3.2.3 |
| 9 | Sort the data in the above list in ascending order of <i>Price</i> | <input type="checkbox"/> | 3.1.1 |
| 10 | Produce a report with the heading Most Recent Orders which lists only the data you have extracted and sorted in steps 8 and 9. | <input type="checkbox"/> | 4.1.1 |
| 11 | Save this report with a new filename and print it. | <input type="checkbox"/> | 5.1.1 |

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