

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Foundation Level

DATABASE OPERATIONS

5185/A

Optional Module: Practical Assessment

2003

45 minutes

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Make sure that your name, Centre number and candidate number are shown on each printout that you are asked to produce.

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.

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



You work for an international company called *Hothouse Design* which has recently organised a Trade Show. You are going to work on a database of bookings taken at the show.

The database has the following field names: Number, Company, Product, Trainer, Days, Cost

- 1 Start your database package and import the file **TRAINING.CSV** 1.1.1
 Make sure that the field names above are used in your database.
- 2 Add the record: 1.2.1

<i>Number</i>	<i>Company</i>	<i>Product</i>	<i>Trainer</i>	<i>Days</i>	<i>Cost</i>
TS/025	Northwind Systems	Web Design	Draco	4	1800

- 3 Record number *TS/010* requires the *Product* **Web Design** and not *Multimedia*.
 Make this change and change the
- | | | | | |
|----------------|------|-------------|----|--------------|
| <i>Trainer</i> | from | <i>Reed</i> | to | Draco |
| <i>Days</i> | from | 5 | to | 4 |
| <i>Cost</i> | from | 2250 | to | 1800 |
- 4 The booking number *TS/002* *Lectern Systems* is a mistake. Delete this record 2.2.1

You need to produce a list of all the *Multimedia* training days.

- 5 Find all the bookings for training where the *Product* is **Multimedia**. Show only the fields *Number*, *Company*, *Days*, *Cost*. 3.2.1
- 6 Produce a report with the heading **Multimedia Training Programme** and which lists only the data you have extracted in step 5. 4.1.1
- 7 Save this report with a new filename and print it. 5.1.1

You need to produce an alphabetical list of the companies which require *Web Design* training.

- 8 Select from all the data the training programmes where the *Product* is **Web Design**. Show all fields. 3.2.1
- 9 Sort the data in the above list in ascending order of *Company* and then in ascending order of reference *Number* 3.1.1

- ✓
- 10 Produce a report with the heading **Training for Web Design** which lists only the data you have extracted and sorted in steps 8 and 9. 4.1.1
- 11 Save this report with a new filename and print it. 5.1.1

You need to produce a list containing only the more expensive courses

- 12 Select from all the data, the training programmes where the *Cost* is **greater than 4000**. Show only the fields *Trainer* and *Cost*. 3.2.1
- 13 Produce a report that is headed **High Income Courses** and lists only the data from step 12. 4.1.1
- 14 Save this report with a new filename and print it. 5.1.1

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You work for an international company called *Hothouse Design* which provides a consultancy service covering a range of 'products'. You are going to work on a database of recent bookings for the company's training courses.

The database has the following fields: Customer, Product, Sessions, Tutor, Location, Day

- 1 Start your database package and import the file **CONSULT.CSV** 1.1.1
- 2 Make sure that the field names above are used in your database. 1.2.1
- Add the record :

<i>Customer</i>	<i>Product</i>	<i>Sessions</i>	<i>Tutor</i>	<i>Location</i>	<i>Day</i>
Cales	Design	4	Caiques	College	Friday

- 3 The consultancy for *Lighting* for *Khalifa* requires **5 Sessions** not 4. Make this change and change *Tutor* from *Jones* to **Potts** and *Location* from *Site* to **Base** 2.1.1
- 4 The company *O'Keefe* does not wish to follow up the *Aesthetics* consultancy. Delete this record. 2.2.1

You need to produce a report showing all courses held at the college.

- 5 Find all courses where the *Location* is *College*. Select all fields for these courses. 3.2.1
- 6 Produce a report with the heading **College Courses** which lists only the data you have extracted in step 5. 4.1.1
- 7 Save this report with a new filename and print it. 5.1.1

You need to produce an alphabetical list of courses.

- 8 Start a new query. Find all courses where the *Location* is *Base*. Show only the fields *Customer*, *Product*, *Location*, *Day*. 3.2.1
- 9 Sort this data in ascending order of *Product* and then descending order of *Customer*. 3.1.1

- ✓
- 10 Produce a report that is headed **Products Delivered at Base** and lists only the data you have extracted and sorted in steps 8 and 9. 4.1.1
- 11 Save this report with a new name and print it. 5.1.1

You need to produce a list of longer courses.

- 12 Select from all the data, the courses where the *Sessions* are **greater than 5**. Show only the fields *Sessions* and *Tutor*. 3.2.1
- 13 Produce a report with the heading **More than 5 sessions** which lists only the data from step 12. 4.1.1
- 14 Save this report with a new filename and print it. 5.1.1

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You work for an international company called Hothouse Design which organises training courses.

You are going to work on a database of course details.

The database has the following fields: Customer, Language, Day, Room, Time, Level

- 1 Start your database package and import the file **PROGRAM.CSV** 1.1.1
 Make sure that the field names above are used in your database.
- 2 Add the record : 1.2.1

Customer	Language	Day	Room	Time	Level
Vercoe	Javascript	Wed	C3	9	S

- 3 Customer Kuroki does not want *VB* language, but **Javascript** instead. Make this change and change the *Day* to **Thu** and the *Room* to **C3** 2.1.1
- 4 *D'Silva* does not require the *Javascript* course on Friday. Delete this record. 2.2.1

You need to produce a list of all the *Javascript* courses.

- 5 Find all the records where the *Language* is *Javascript*. Show only the fields *Customer*, *Day*, *Room*, *Language*. 3.2.1
- 6 Produce a report with the heading **Javascript Courses** which lists only the data you have extracted in step 5. 4.1.1
- 7 Save this report with a new filename and print it. 5.1.1

You need to produce a list of customers on the *Flash Animation* courses.

- 8 Select from all the data all the *Customers* on **Flash Animation** courses. Select all fields for these courses. 3.2.1
- 9 Sort in ascending order of *Room*, then on ascending order of *Day*. 3.1.1

- ✓
- 10 Produce a report with the heading **Flash Animation Courses** and list only the data you have extracted and sorted in steps 8 and 9. 4.1.1
- 11 Save this report with a new filename and print it. 5.1.1

You need to produce a list of the customers on early morning courses.

- 12 Select from all the data the courses where the *Time* equals 8. Show only the fields *Customer* and *Time*. 3.2.1
- 13 Produce a report with the heading **Early Morning Courses** which lists only the data from step 12. 4.1.1
- 14 Save this report with a new filename and print it. 5.1.1