

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT A2002**

**FOUNDATION LEVEL
DATABASE OPERATIONS**

5185/A

TIME 45 mins

INSTRUCTIONS TO CANDIDATES

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 check list will help you to track your progress through the assignment.

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.



UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

This question paper consists of 3 printed pages.

You work for an international company called *Hothouse Design* which holds information on the personnel of another company, *Software Amerique* (both employees and consultants), in a database.

The database has the following fields:

FNAME First name of employee

SNAME Surname of employee

TYPE Job type, employee, contract or consultant

GENDER Gender of employee, encoded as *F* for Female or *M* for Male

JOB Job description of each employee or area of specialism

BONUS The % bonus gained in the last quarter.

- 1 Start your database package and import the file **SOFTAM.CSV** 1.1.1
 Make sure that the field names above are used in your database.
- 2 Add the record : 1.2.1
- | <i>FNAME</i> | <i>SNAME</i> | <i>TYPE</i> | <i>GENDER</i> | <i>JOB</i> | <i>BONUS</i> |
|--------------|--------------|-------------|---------------|------------|--------------|
| Julio | Lambrini | Consultant | M | Programmer | 0 |
- 3 Nathalie Thomas is a trainee and therefore had no bonus last quarter. Find this record and set the *BONUS* to **0** 2.1.1
- 4 The company no longer employs Rodrigo La Cruz. Delete the record for this person. 2.2.1
- 5 Find all the employees who have the *JOB* of **Trainee**. Show only the fields *FNAME*, *SNAME*, *JOB*, *BONUS*. 3.2.1
- 6 Produce a report that is headed **Trainees employed by Software Amerique** which lists only the data you have extracted in step 5. 4.1.1
- 7 Save this report with a new name and print it. 5.1.1

You need to produce an alphabetical list of the trainees employed by *Software Amerique*.

- 8 Start a new query. Find all the employees who have the *JOB* of a **Programmer**. Show all fields. 3.2.1
- 9 Perform ascending sorts on this data, first on the field *SNAME* and then on the field *FNAME*. 3.1.1

✓
10 Produce a report that is headed **Programmers employed by Software Amerique** 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 containing only the people with a job type of contract.

12 Refine the search to show only those Programmers with a job *TYPE* of **Contract**. Show only the fields *FNAME, SNAME, TYPE, JOB*. 3.2.1

13 Produce a report that is headed **Contract Programmers** and lists only the data from step 12. 4.1.1

14 Save this report with a new name and print it. 5.1.1

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT B2002**

**FOUNDATION LEVEL
DATABASE OPERATIONS**

5185/B

TIME 45 mins

INSTRUCTIONS TO CANDIDATES

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UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

This question paper consists of 3 printed pages.

You work for an international company called *Hothouse Design*. *Hothouse Design* has a database which holds information on a sales conference.

The database has the following fields:

DELEGATE Family name of delegate

JOB Job held (Director (SD), Manager (MD), Representative (SR) or Administrator (SA))

OFFICE Office where based

ARRIVAL Date of arrival

DEPART Date of departure

TIME Time to leave hotel

- 1 Start your database package and import the file **DELEGATE.CSV** Make sure that the field names above are used in your database. 1.1.1
- 2 Add the record : 1.2.1
- | DELEGATE | JOB | OFFICE | ARRIVAL | DEPART | TIME |
|--------------|-----------|-----------|-----------------|-----------------|--------------|
| Banks | SA | BA | 15/04/02 | 21/04/02 | 20:00 |
- 3 *Peters*, a sales administrator from the Melbourne office, will not be attending the conference. Delete his record. 2.2.1
- 4 *DALZIEL* is not a Sales Administrator (SA), but the Sales Director (SD) for the London office. 2.1.1
- Correct this error and note that all the Sales Directors will stay until 22/04/2003. (Amend her departure date also.)
- 5 Find all people who will depart on 22/04/2003 and select only the *DELEGATE* name, *JOB* and *OFFICE*. 3.2.1
- 6 Produce a report that is headed **Sales Directors' Meeting for Tuesday 22nd April** which lists only the data you have extracted in step 5. 4.1.1
- 7 Save this report with a new name and print it. 5.1.1

You need to produce an alphabetical list of the delegates organised by their offices.

- 8 Select all records and all fields. 4.1.1
- 9 Perform ascending sorts on this data, first on the field *OFFICE* then on the field *DELEGATE*. 3.1.1
- 10 Produce a report that is headed **Delegate contact list** which lists the data you have 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 know who will be leaving on 21/04/2003.

- | | | | |
|----|--|-------------------------------------|-------|
| 12 | Select all delegates who will depart on 21/04/2003. | <input checked="" type="checkbox"/> | 3.2.1 |
| 13 | Select those who will need to be taken to the airport at 16:00.
Select only the fields <i>DELEGATE</i> , <i>JOB</i> and <i>OFFICE</i> . | <input type="checkbox"/> | 3.2.1 |
| 14 | Produce a report that is headed Departure list which lists only the data from steps 12 and 13. | <input type="checkbox"/> | 4.1.1 |
| 15 | Save this report with a new name and print it. | <input type="checkbox"/> | 5.1.1 |

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT C2002**

**FOUNDATION LEVEL
DATABASE OPERATIONS**

5185/C

TIME 45 mins

INSTRUCTIONS TO CANDIDATES

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This question paper consists of 3 printed pages.

You work for an international company called Hothouse Design. You are currently working on a contract for International Coffee and Tea Traders.

You are going to produce reports on sales of tea and coffee products.

The database has the following fields:

BLEND *The name of the product.*

PRODUCT *The type of Product (A code is used as follows: **C** for Coffee, **T** for Tea, **F** for Fruit Infusion)*

CAFFEINE **Yes or No** (if the product contains caffeine or not)

PRICE *Price of 1 pack of product*

SOLD *Number of packs sold*

- 1 Start your database package and load the file **ORDERS.CSV** 1.1.1
 Make sure the field names above are used for your database.
- 2 Add the records : 1.2.1
- | BLEND | PRODUCT | CAFFEINE | PRICE | SOLD |
|------------------------|----------|------------|--------------|------------|
| After Dinner | C | YES | 13.99 | 350 |
| Santos and Java | C | YES | 13.5 | 200 |
| Monsoon Malabar | C | YES | 15 | 25 |
- 3 *Roolbos* is a tea that is no longer available. Delete this record. 2.2.1
- 4 For *Pico Cristobal* **CAFFEINE** is **NO** but this was an error and it should be **YES**. Change this record to **YES**. 2.1.1
- 5 Sort all the list first by **PRODUCT** in ascending order and then by **BLEND** in ascending order. 3.1.1
- 6 Find all **BLEND**S with a pack **PRICE** over **13.00** and select all fields for these records ready for printing. 3.2.1
- 7 Produce a report that is headed **Orders for top price products** which lists only the data you have extracted in step 6. 4.1.1
- 8 Save this report with a new name and print it. 5.1.1

- 9 Return to the full list of products and select all products that do not contain caffeine and prepare for printing only the fields *BLEND* and *PRICE*. 4.1.1
- 10 Keep the sorted order of records as at step 5 3.1.1
- 11 Produce a report that is headed **Products with no caffeine** and lists just the data you have extracted and sorted in steps 9 and 10. 4.1.1
- 12 Save this report with a new name and print it. 5.1.1
- 13 From the list of products that do not contain caffeine (*NO*), select only products that are Coffee (*C*) 3.2.1
- 14 Select from these Coffee products only those where the *QUANTITY* sold is **greater than zero**.
Select just the fields *BLEND*, *PRICE* and *SOLD*. 3.2.1
- 15 Produce a report that is headed **Decaffeinated Coffee Orders** which lists only the data from steps 13 and 14. 4.1.1
- 16 Save this report with a new name and print it. 5.1.1