Working towards ECDL
Practice Test

Database Paper 4

Part 1   15 Marks

You are an administrator for a rental company who hires out trade union videos to organisations. Your task is to create a database containing information about trade union videos.

1   Open the database application. (1 Mark)

2   Create the table/file with the following fields (3 Marks)

Field Name	Field type	Length
Title	Text	30
Category	Text	10
Date Published	Date/Time	Short Date
Duration	Numeric	Integer
Hire Price	Currency	2 decimal places

3   Set Title as the primary key. (1 Mark)

4   Save the table as Videos. (1 Mark)

5   Create two records for any video films (real or imagined) of your own choice. (2 Marks)

6   Sort the records in alphabetical order of Title. Print a copy. (1 Mark)

7   Create a simple form to input data. (1 Mark)

8   Add a label in the header area of the form with the text Video List. (1 Mark)

9   Insert a picture from clip art on the right hand side of the form. (1 Mark)

10   Save the form as Video Entry Form. Print a copy (1 Mark)

11   Change the field length of the Title field to 40. (1 Mark)

12   Save and close the form and database. (1 Mark)

Part 2   15 Marks

Preparation: Ask your tutor for the following file: DB PT4 ECDLNMS

The ECDLNMS file is a database, which contains name and address information. The database contains a table called Addresses with Names, Addresses, Post Codes and dates of birth.

1   Copy the ECDLNMS database to your disk. Open the ECDLNMS database. (1 Mark)

2   Find the record for Q Fanton. (1 Mark)

3   Change the spelling of the surname to Fenton. (1 Mark)

4   Extract all the data for all records whose Post-Code is D6. (1 Mark)

5   Sort the records in ascending order of Surname. Print a copy. (1 Mark)

6   Save your query as Postcode. (1 Mark)

7   Change the query to extract only Surname, Initials and Date of Birth. (1 Mark)

8   Sort the records in ascending order of Date of Birth. Print a copy.(1 Mark)

9   Save the query as DOB. (1 Mark)

10   Create a report showing all the records sorted by Postcode. (1 Mark)

11   Insert a clip art graphic in the header area of the report and save the report. (1 Mark)

12   Extract all records of people born between 1970 and 1980. (1 Mark)

113   Sort the records in ascending order of Date of Birth. Print a copy. (1 Mark)

14   Save your query as 70-80. (1 Mark)

15   Save all files and close the application. (1 Mark)