

Criteria

- 1.1a Load a database application and create a new Blank Access database.
- 1.1b
- 1.1d


4.1 Save the database file with the name **Cars** to 3½ floppy (A).

Set up a structure for the database using the Field Names and Data Types shown here.

Cars : Table	
Field Name	Data Type
MAKE	Text
MODEL	Text
YEAR	Number
OWNERS	Number
PRICE	Currency

Enter the following data:

MAKE	MODEL	YEAR	OWNERS	PRICE
FORD	ESCORT	1999	1	6195
NISSAN	CHERRY	1994	3	3100
RENAULT	CLIO	2000	1	7295
VW	GOLF	2000	1	7690
AUSTIN	METRO	1995	2	2950
VAUXHALL	ASTRA	1995	2	3295
FORD	SIERRA	1993	3	3695

7.1 Save the data by clicking on  at the top of the screen.

1.1e Print a copy of your work.

Close the file and exit the program Access.



Write on your printout: your name, today's date and criteria numbers 1.1abde 4.1 7.1

1.1c

5.1 Open the database file you saved as **Cars**.

Add the following records to the table:

MAKE	MODEL	YEAR	OWNERS	PRICE
FORD	ESCORT	1997	1	8950
VAUXHALL	NOVA	1995	1	5850
VW	POLO	1996	2	5100
FORD	SIERRA	1993	3	3695

- 5.2 Save the data by *clicking* on  at the top of the screen.
- 5.3 *Delete* the record for the NISSAN CHERRY as this car has now been sold.
- 5.4 Some errors were made when entering the data. *Make* the following changes - the PRICE of the AUSTIN METRO is £2,650 not £2,950 and the RENAULT CLIO was made in 1999 not 2000.
- 7.1 Save the table by *clicking* on  at the top of the screen.
- Print* a copy of the table.
- 5.5 *Write* on your printout: your name, today's date and criteria numbers
1.1c 5.1 5.2 5.3 5.4 7.1
- 7.1 *Sort* the data into ascending order of MODEL and save the query with the name MODEL ASCENDING ORDER
- Print* a copy of the query.
- 5.5 *Write* on your printout: your name, today's date and criteria numbers
5.5 7.1
- 7.1 *Sort* the PRICE column into descending order and save the query with the name PRICE DESCENDING ORDER
- Print* a copy of the query.
- 6.1 *Write* on your printout: your name, today's date and criteria numbers
5.5 7.1
- 7.1
- 1.1e *Search* the database for cars with 1 owner and save the query with the name 1 OWNER.
- Print* a copy of the query.
- Write* on your printout: your name, today's date and criteria numbers
1.1e 6.1 7.1
- Close* the database and *exit* the program Access.

Criteria

1.1a Load a database application and create a new Blank Access
1.1b database.
1.1d

Save the database file with the name **Houses** to 3½ floppy (A).


4.1

Set up a structure for the database using the Field Names and Data Types shown here.

	Field Name	Data Type	
	AREA	Text	
	TYPE	Text	
	BEDROOMS	Number	
	PRICE	Currency	
▶			

Enter the following data:

AREA	TYPE	BEDROOMS	PRICE
ALLESTREE	DETACHED	4	175000
THULSTON	COTTAGE	3	145000
REDBY	BUNGALOW	2	115000
ALVASTON	TERRACED	2	75950
REDBY	TERRACED	2	68750
BREADSALL	SEMI-DETACHED	3	115000
REDBY	COTTAGE	2	100000
ASTON	DETACHED	4	195000

7.1 Save the data by clicking on  at the top of the screen.

1.1e Print a copy of your work.

Close the file and exit the program Access.

Write on your printout: your name, today's date and criteria numbers
1.1abde 4.1 7.1


1.1c

5.1 Open the database file you saved as **Houses**.

Add the following records to the table:

AREA	TYPE	BEDROOMS	PRICE
OCKBROOK	DETACHED	4	182000
ASTON	BUNGALOW	2	110000
BREADSALL	SEMI-DETACHED	3	119000
ALLESTREE	TERRACED	3	69950

Save the data by clicking on  at the top of the screen.

- 5.2 *Delete* the record for the 2 bedroom COTTAGE at REDBY as this property has been withdrawn from the market.
- 5.3 Some errors were made when entering the data. *Make* the following changes - the PRICE of the TERRACED house at ALVASTON should be £78,950 not £75,950 and the DETACHED house at ALLESTREE has 5 bedrooms not 4.
- 5.4 Save the table by *clicking* on  at the top of the screen.
- 7.1 *Print* a copy of the table.
- Write* on your printout: your name, today's date and criteria numbers 1.1c 5.1 5.2 5.3 5.4 7.1
- 5.5 *Sort* the data into ascending order of PRICE and save the query with the name PRICE ASCENDING ORDER
- 7.1 *Print* a copy of the query.
- Write* on your printout: your name, today's date and criteria numbers 5.5 7.1
- 5.5 *Sort* the BEDROOMS column into descending order and save the query with the name BEDROOMS DESCENDING ORDER
- 7.1 *Print* a copy of the query.
- Write* on your printout: your name, today's date and criteria numbers 5.5 7.1
- 6.1 *Search* the database for DETACHED houses and save the query with the name DETACHED.
- 7.1 *Print* a copy of the query.
- Write* on your printout: your name, today's date and criteria numbers 1.1e 6.1 7.1
- 1.1e *Close* the database and *exit* the program Access.

QUIZ - DATABASES ENTRY LEVEL

Please do not write in the book. If you haven't been given a copy of the next two pages, *please ask your tutor.*

1 What do you understand by the following terms

❖ TABLE

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❖ FIELD.....

❖ RECORD

.....

2 How would you exit Microsoft Access and close down the system?

.....

.....

3 How would you operate the system correctly?

.....

.....

.....

Your name

.....

Today's date

Criteria reference: 1.1e
 1.2
 2.1

Well done!

You have now fulfilled all the criteria for the
OCN Databases Entry Level.

Hand into your tutor for marking.

You **MUST** write a consecutive page number on each of your
prints
and enter the page number relating to the criteria
specified on the criteria record sheet.

CRITERIA	EVIDENCE	TUTOR	DATE
1 Prepare a database system ready for use and perform simple file operations			
Follow set instructions to:			
1.1a Load a database application	1, 9,	<i>TJF</i>	23/9/03
1.1b Create a new file	1, 9	<i>TJF</i>	23/9/03
1.1c Retrieve existing files	2, 3, 4, 5, 6	<i>TJF</i>	23/9/03
1.1d Save under a given filename	1, 2, 3, 4, 5, 6	<i>TJF</i>	30/9/03
1.1e Close down system	1, 2, 3, 4, 6, 6	<i>TJF</i>	30/9/03
1.2 Operate safely	1, 11	<i>TJF</i>	23/9/03