Name: _____

Grade 9 (   )

You are now going to prepare some reports for the company. Make sure all currency values display a currency symbol and are to two decimal places.

1
- Examine the data in the files **J217STUDENTS.CSV** and **J217ROOMS.CSV**
- Using a suitable database package, import the file **J217STUDENTS.CSV**
- Use these field names and data types:

Field Name	Data Type	Display as
Roll_No	Text	
First_Name	Text	
Last_Name	Text	
Birth_Date	Date/Time	dd/mm/yyyy
Gender	Text	M or F
Acc_Code	Text	
Payment_Type	Text	
Course	Text	
Weeks	Numeric/Integer	
Paid	Boolean/Logical	Yes/No

- Set the *Roll_No* field as the primary key.
- Save the data.

> **EVIDENCE 3**
> Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[3]

2
- Set criteria which will only allow the letters **M** or **F** to be entered in the *Gender* field.

> **EVIDENCE 4**
> Take screenshot evidence showing how you have limited data entry in the Gender field. Insert this screenshot into your Evidence Document.

[1]

3 • Add this record:

Roll_No	First_Name	Last_Name	Birth_Date	Gender	Acc_Code	Payment_Type	Course	Weeks	Paid
SS0072	Ella	Leonard	27/02/1968	F	SAC2	Cheque	History of Art	5	Yes

 • Check your data entry for errors. Save the data. [1]

4 • Import the file **J217ROOMS.CSV** as a new table in your database and set the *Acc_Code* as the primary key.

 • Create a relationship between the *Acc_Code* field in the students table and the *Acc_Code* field in the rooms table.

> **EVIDENCE 5**
> Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document.

[1]

5 • Using fields from the students table, produce a report that:
   ◦ selects only those records where the
       – *Course* contains the word **Art**
       – *Weeks* is **3 or more**
       – *Paid* is **Yes**
   ◦ shows only the fields *Roll_No, Course, Weeks, First_Name, Last_Name, Birth_Date* and *Paid* in this order with data and labels displayed in full
   ◦ sorts the data into descending order of *Weeks* and then ascending order of *Course*
   ◦ has a page orientation of portrait
   ◦ fits on a single page wide
   ◦ calculates the total number of courses in this selection and positions this number under the *Course* column
   ◦ has a label **Total enrolments** to the left of this number
   ◦ includes the report title **Art Summer Schools** at the top of the page
   ◦ has your name, Centre number and candidate number on the report.
 • Save and print your report

> **PRINTOUT 2**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

6 • Using fields from both tables, produce a report that:

- ○ selects only those records where the

   – *Accommodation* is **Molesworth Lodge**

   – *Room_Type* is **Standard** or **En suite**

   – *Paid* is **No**

- ○ contains a new field called **Room_Cost** which is calculated at run-time and displayed as currency. This field will calculate the *Weeks* multiplied by *Weekly_Cost*

- ○ shows only the fields *First_Name, Last_Name, Weekly_Cost, Course, Weeks, Accommodation, Room_Type* and *Room_Cost* in this order

- ○ sorts the *Last_Name* in ascending order

- ○ has a page orientation of landscape

- ○ fits on a single page

- ○ includes the heading **Outstanding Room Fees** at the top of the page

- ○ does **not** display a page number when printed

- ○ has your name, Centre number and candidate number at the top right of the report.

• Save and print your report.

PRINTOUT 3
Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

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[10]