Database Worksheet -4-

Name: _____

Grade: 9 (   )

Task 1 – Evidence Document

- Open the file **N218EVIDENCE.rtf**
- Make sure that your name, Centre number and candidate number will appear on every page of this document.
- Save this Evidence Document in your work area as **N218EVIDENCE** followed by your candidate number, for example, **N218EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Database

You are now going to prepare some reports using related tables in a database. Make sure all currency values display the same currency symbol of your choice and are set to 0 decimal places. Dates are to be displayed in the format dd-MMM-yy.

1
- Import the file **N218CUSTOMERS.csv** into a suitable database package.
- Use these field names and data types:

Field Name	Data Type	Format
Title	Text	
First_Name	Text	
Cust_No	Text	
Last_Name	Text	
Add1	Text	
Town	Text	
Postcode	Text	
Pay_Type	Text	
Memb_Date	Date	dd-MMM-yy e.g. 19-Jun-07
Memb_Type	Text	

- Set the *Cust_No* field as a primary key.

- Save the data.

> **EVIDENCE 1**
> Take screenshot evidence showing the field names and data types used in the table.
> Place this screenshot into your Evidence Document.

[1]

2 • Import the file **N218ORDERS.csv** as a new table in your database.

- Make sure the *Order_Value* is formatted as currency.

- Set the *Order_ID* field as a primary key.

- Create a one-to-many relationship between *Cust_No* in the customers table and the *Cust_ID* field in the orders table.

> **EVIDENCE 2**
> Place in your Evidence Document screenshot(s) showing the type of relationship
> between the two tables.

[1]

3 • Create a columnar data entry form which will include all the fields from the orders table. The field headings must be aligned to the left and positioned under each other.

- Make sure all the fields and data are fully visible and the layout is consistent.

- Enter an appropriate title at the top of the form. [2]

4 • Use the form created in Step 24 to enter the following details as a new order:

Cust_ID	THM0044
Order_ID	T201
Order_Year	2017
Tin	4
Copper	2
Zinc	1
Lead	0
Order_Value	160

- Check your data entry for errors.

- Make sure all data is fully visible.

- Save the data.

> **EVIDENCE 3**
> Place in your Evidence Document a screenshot showing this data in your form.

[2]

5 *Tax of 20% is to be added to each order value.*

- Using fields from both tables produce a report which:
  - contains a new field called **Gross_Value** which is calculated at run time and displayed as currency. This field will calculate the *Order_Value* plus *20%* of the *Order_Value*
  - shows only the records where:
    - *Order_Year* is **2017**
    - *Pay_Type* contains **Card**
    - *Order_Value* is **90 or more**
  - shows only the fields *Cust_No, Title, First_Name, Last_Name, Order_ID, Order_Value, Gross_Value* and *Pay_Type* in this order with data and labels displayed in full. Do **not** group the data
  - sorts the data into descending order of *Pay_Type* and then ascending order of *Order_Value*
  - has a page orientation of landscape
  - fits on a single page wide
  - includes the heading **Card payments in 2017** at the top of the page
  - calculates the average *Order_Value* and places this number below the *Order_Value* column
  - displays the average value as currency
  - has a label **Average order value** to the left of this value
  - has your name, Centre number and candidate number on every page of the report.
- Save and print your report.

> **PRINTOUT 1**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

> **EVIDENCE 4**
> Place in your Evidence Document a screenshot showing the formula used to calculate the average order value.

[12]

6 • Export the report created in **Step 5** as a text file for use in another application.
- Save the exported file in your work area.

> **EVIDENCE 5**
> Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

7 • Using fields from both tables you are going to produce some address labels which:

  ○ contain only those records where:

    – the membership type is **Adult** or **Family**

    – the membership date is before **2015**

    – **3 or more** tin ingots have been ordered.

  ○ are sorted into ascending order of *Last_Name*

 • Using this selection produce labels which:

  ○ are arranged in **2** columns and 4 rows with **8** labels to the page, for example, each label size 67.7 mm high × 99.0 mm wide (6.77 cm × 9.90 cm)

  ○ display the fields in the positions shown in the following sample label:

```
Title   First_Name   Last_Name
Add1
Town    Postcode
Memb_Date
Tin
```

  ○ include a centre aligned heading, in a larger font size and bold, at the top of each label:

  VIP Invitation!

  ○ have your name, Centre number and candidate number at the bottom of each label.

 • Save and print your labels.

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

[7]

4