



PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1
UNIT 3 – DATABASE MANIPULATION
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A comprehensive set of practical tasks designed to give learners practise at specific assessment objectives for Unit 3 of the OCR Clait 2006 Level 1 qualification.

The tasks and solutions are supplied on CD-ROM in PDF format. They can be printed out easily and quickly without the need for any other software other than Acrobat Reader, which is supplied on the CD. The tasks can be placed on an Intranet for easy access by students and staff. They are also available in editable Word format.

Each stand-alone exercise is supplied with all the required data files, and comes complete with a fully annotated marking copy, so that students or tutors can quickly and easily check their work.

There are 45 individual tasks and solutions which combine to cover all the evidence based assessment objectives of Unit 3 of the OCR Clait 2006 Level 1 qualification.

They are designed to be used by learners to practise and assess specific skills. They are perfect as “build-up” tasks before learners attempt “full blown” practice or live assignments. They are brilliant for providing learners with additional practice in specific areas where extra reinforcement is required.

The tasks are completely independent. They can be tackled selectively and in any order. Any required “raw” data files are supplied for each task in Access, Excel and CSV format.

Although specifically designed for CLAIT, the tasks are suitable for any I.T. course or qualification involving basic database skills.

All the tasks are very clearly laid out, identifying the skills included in the task and the names of any data files that are required. All the data files are task specific, and can be placed in any work area required (e.g. floppy disk, local hard drive, network drive).

The majority of tasks and solutions fit onto a single sheet of A4. Solutions are very clearly annotated, making it quick and easy to establish whether the task objectives have been met.

You are allowed to print and photocopy the materials as many times as you wish.

The tasks that are included are listed overleaf, together with a sample task and solution.

LIST OF TASKS AND SOLUTIONS

Task No	Details
T3001	Opening, renaming and printing a database table
T3002	Opening, renaming and printing a database table
T3003	Opening, renaming and printing a database table
T3004	Adding new records to a database table
T3005	Adding new records to a database table
T3006	Adding new records to a database table
T3007	Amending data in a database table
T3008	Amending data in a database table
T3009	Amending data in a database table
T3010	Deleting records in a database table
T3011	Deleting records in a database table
T3012	Deleting records in a database table
T3013	Replacing data in a database table
T3014	Replacing data in a database table
T3015	Replacing data in a database table
T3016	Sorting data in a database table
T3017	Sorting data in a database table
T3018	Sorting data in a database table
T3019	Selecting data using 1 matching criterion
T3020	Selecting data using 1 matching criterion
T3021	Selecting data using 1 matching criterion
T3022	Selecting data using 1 comparative criterion
T3023	Selecting data using 1 comparative criterion
T3024	Selecting data using 1 comparative criterion
T3025	Selecting data using 1 comparative criterion
T3026	Selecting data using 1 comparative criterion
T3027	Selecting data using 1 comparative criterion
T3028	Selecting data using 2 matching criterion
T3029	Selecting data using 2 matching criterion
T3030	Selecting data using 2 matching criterion
T3031	Selecting data using 2 comparative criterion
T3032	Selecting data using 2 comparative criterion
T3033	Selecting data using 2 comparative criterion
T3034	Selecting data using 2 comparative criterion
T3035	Selecting data using 2 comparative criterion
T3036	Selecting data using 2 comparative criterion
T3037	Printing selected fields only
T3038	Printing selected fields only
T3039	Printing selected fields only
T3040	Creating and printing reports
T3041	Creating and printing reports
T3042	Creating and printing reports
T3043	Changing report headers, printing page numbers and dates
T3044	Changing report headers, printing page numbers and dates
T3045	Changing report headers, printing page numbers and dates

NB: The tasks are incorporated in the JustClait unit workbook. The workbook, however, does not include the solutions.

TASK 3041 – CREATING AND PRINTING A REPORT

This task covers the following skills

OPENING A DATABASE
CREATING A QUERY
CREATING AND PRINTING A REPORT

The data files required for this exercise are: **Hlist3**

1. Switch on the computer
2. Login using your username and password
3. Load a database application
4. Open the database file **Hlist3**
5. Based on the database table **Hlist**, create a query to select those records where the number of **Bedrooms** is equal to 3
6. Sort the records in descending order by **Area**
7. Save the query using the query name **3beds**
8. Create a tabular report based upon the query **3beds**. Display only the following fields on the report

Ref
Date
Area
Priority

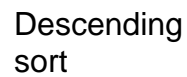
9. Save the report using the name **3beds**
10. Print a single copy of the report **3beds** in **Landscape** orientation.
11. Close the database file, ensuring that all changes are saved
12. Close the database application

End of task

3beds

<u>REF</u>	<u>DATE</u>	<u>AREA</u>	<u>PRIORITY</u>
WL5487	26/04/2005	KIRBY	HIGH
WL3867	02/03/2005	HOLBY	LOW
WL8317	11/09/2004	HOLBY	LOW
WL6789	02/03/2005	HOLBY	HIGH
WL6284	02/10/2004	COLMORE	AVERAGE
WL9034	20/04/2005	COLMORE	HIGH

Descending
sort



Marking checklist

- Database opened
- Query created to select data shown above
- Report created and printed in landscape orientation
- Report saved as **3beds**
- The database application closed



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