Level 3 Data management software (DMS 7574-318)

ITQ (QCF)

Assignment guide for Candidates

Assignment A

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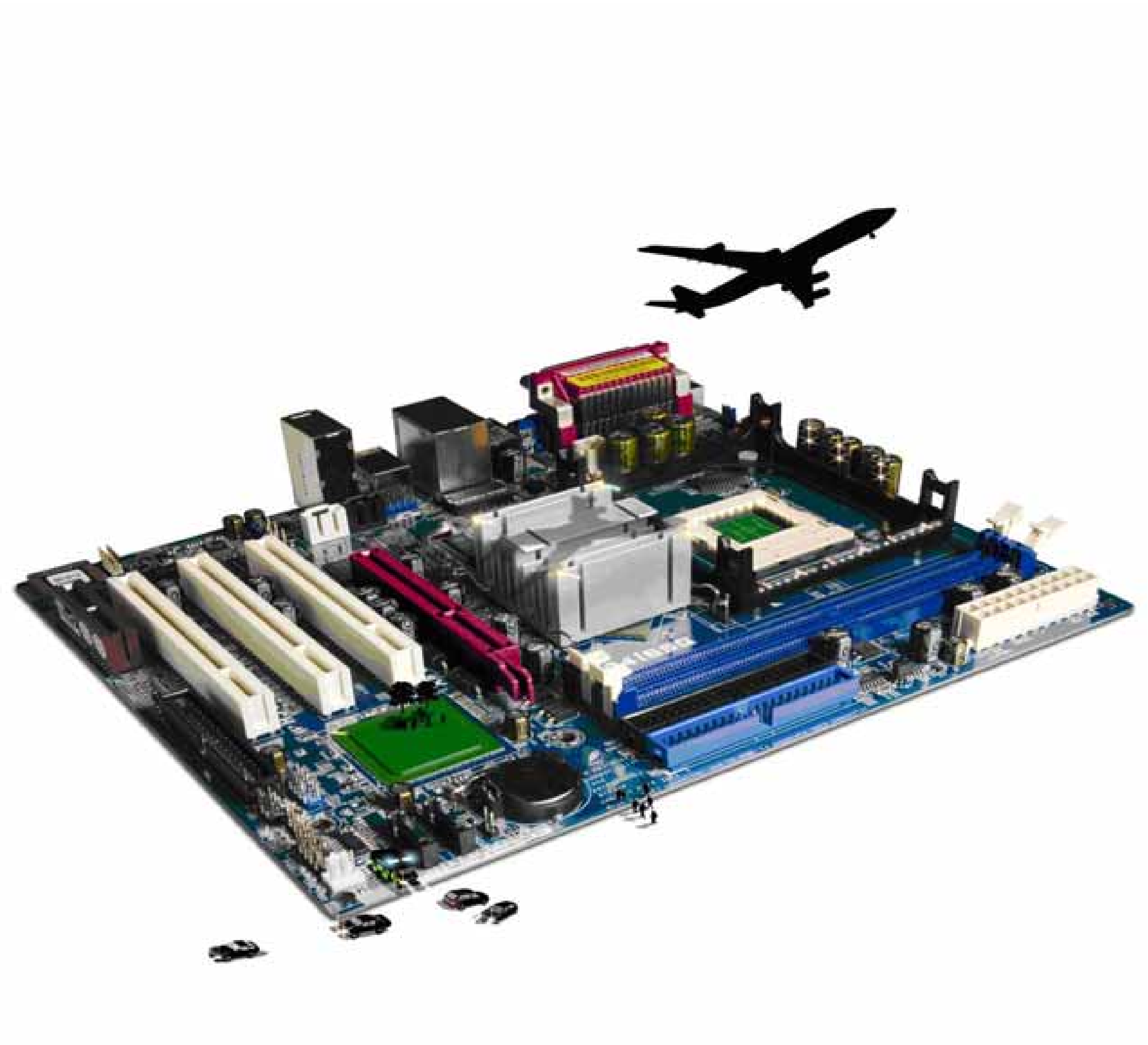

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Level 3 Data management software (DMS 7574-318)
Assignment A
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Data management software (DMS 7574-318).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **two and a half hours**.

Level 3 Data management software (DMS 7574-318)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Create a back up
- Task B - Creating records
- Task C - Creating queries and exporting data

Scenario

You have just been appointed to the post of Administrator for a small consultancy firm, Late Hour Partnership, which began trading in 2007.

Your work as Administrator includes maintaining a small invoicing database system set up, by your predecessor, to track sales, check that bills are being paid etc. This database has also started to be used as a Contacts and Marketing database.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Create a back up

1 Create a back up of the file **ITQdmsL3**, provided by your assessor.

Save it to your removable storage media or network drive using the file name:

ITQdmsL3backup

Task B – Creating records

1 Open your database software.

2 Open the file **ITQdmsL3**

3 Use the Main Menu, select the **Organisation List** and click **New**.

Continued over…

4 Add a new **Organisation** with the following details:

Organisation	**AndPen Media Ltd**
NumberStreet	**Durham Rd**
District	**Harker**
Town	**Andover**
County	**Hampshire**
Postcode	**H3 9JK**
Telephone	**01099 325777**

5 Add a **New Contact** to the new **Organisation**:

Title	**Mrs**
First Name	**Penny**
Middle Name	**Jane**
Family Name	**Ray**
Date of Birth	**13.12.2075**
Job Title	**Managing Director**
Direct Dial Phone No:	**01099 325777**
Extension:	**12**
Mobile no.	**06792 982357**
email address	**penny@andpen.coz**

Leave any fields not identified above blank and save the record.

6 Search for and edit **Late Hour Partnership**. Open the **People** tab.

Megan Hill is leaving next week.

Using the **Answers 318 A** document, provided by your assessor describe how this form could be improved to capture this information, without deleting the record?

7 You have been asked by Mille Clark, to ensure that the contents of the **Town** field in the **Organisation** table should ALL be in uppercase to facilitate mailings, in line with Post Office recommendations.
Consider file and data security issues. Carry out any actions to minimise risks to data.
Create an appropriate type of query that changes the contents of this field (in every record) to uppercase.

Save this query as **qryTown**

8 Use the **Answers 318 A**, provided by your assessor, to record the actions you have taken to minimise the risk to data.

Continued over…

Task C – Creating queries and exporting data

1 You have been asked to find the total sales figure for each person. Create a new query that:

- ses the tables **People**, **People2ServicesLink**, **Services** and **InvoiceItems**
- Shows **FirstName**, **FamilyName** and **NetTotal**. Creates a sum of the NetTotal sales figure for each person.

Save this query as **qryPeople2Services**

2 Export the data from **qryPeople2Services** to a text file (as comma separated values). Use the file name **qryPeople2Services.txt** and save it to your work area.

3 Close all open applications.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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