

**061005T4ICT**

**ICT TECHNICIAN LEVEL 5**

**IT/OS/ICT/CR/6/5**

**MANAGE DATABASE SYSTEM (ACCESS)**

**July/August 2023**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**PRACTICAL ASSESSMENT**

**Time: 3 Hours**

**INSTRUCTIONS TO CANDIDATE**

1. In this assessment, you will be required to perform TWO practical tasks.
2. Create a folder on the desktop called CDACC.
3. You have the first **10 minutes** to carefully read through the instructions and to collect the tools/resources required for the task.
4. The assessor will record your performance at critical points using audio-visual means.
5. Create a backup of your work on the CD-RW provided.

**You are provided with a the following resources**

Working computer pre-installed with a MS Access tool.

## PRACTICAL QUESTIONS

1. In this task you are required to create a database and answer the questions that follow.

(35 Marks)

- a. Create a database named “**school**” and save it in the CDACC folder. (1 Mark)
- b. Create a table named “**studentinfo**” having following table structure. (5 Marks)

Table1: **studentinfo**

| Field Name | Data type     | Description                        |
|------------|---------------|------------------------------------|
| Class      | Number        |                                    |
| Rollno     | Number        | Primary key                        |
| Name       | Text          | 40 characters long                 |
| Status     | Lookup wizard | Two value: “ Senior” ,<br>“Junior” |
| DOB        | Date/time     | Date of birth of<br>students       |
| ReMarks    | memo          |                                    |

- c. Create a table named “**libraryinfo**” having following table structure. (5 Marks)

Table1: **libraryinfo**

| Field name | Field datatype | Description            |
|------------|----------------|------------------------|
| Book_id    | Text           | Primary key.           |
| Bname      | Text           | Book name              |
| Pyear      | Date/time      | Published year         |
| Price      | Currency       | Purchased price        |
| DBorrowed  | Date/time      | Date Borrowed          |
| Rollno     | Lookup Wizard  | From Studentinfo table |

- d. Create a relationship between the TWO tables (1 Marks)
  - e. Create a data entry form name STUDENTINFO and LIBRARYINFO for the TWO tables (2 Marks)
  - f. Add at least 5 records in each of the tables (6 Marks)
  - g. Design a macro which opens both forms when executed (2 Marks)
  - h. Prepare a query named “senior” to display records of the following field:  
Name, class, sec, roll no, status and where status is “senior”. (3Marks)
  - i. Prepare a query named “book” to display only records of the following field  
Book name, year published, date borrowed and Roll number for status “Junior” only. (3 Marks)
  - j. Prepare a form of above query. Name them *senior* and *book* respectively (4 Marks)
  - k. Prepare a report of all the queries in i above. Name it *Final* (2 Marks)
  - l. Print out all the queries and report (1 Mark)
2. In this task you are required to create a database and answer the questions that follow.  
(15 Marks)
- a. Create a database named “**Bank**” and save it in the CDACC folder. (1 Mark)
  - b. Create a table named “**staffinfo**” having following table structure: (5 Marks)

| Field name | Data type     | Description                                                         |
|------------|---------------|---------------------------------------------------------------------|
| Sid        | Autonumber    | Primary key. Staff identification number                            |
| Department | Lookup wizard | Look up values are: Tellers, Administration, store ,loan, marketing |
| Sname      | Text          | Staff name                                                          |
| Address    | Text          | Address of staff                                                    |

|        |               |                                                          |
|--------|---------------|----------------------------------------------------------|
| Sphone | Text          | Staff phone                                              |
| Post   | Lookup wizard | Look up values are: teller, cashier, accountant, manager |
| Doj    | Date/time     | Date of joined                                           |
| Sdob   | Date/time     | Date of joined                                           |

- c. Create a form on the basis of “*staffinfo*” table and save as “entryform”.(1 Mark)
- d. Fill at least 5 records using the “*entryform*” (3 Marks)
- e. Create a query named “*depinfo*” to display records only including department name, staff name and mobile number. (2 Marks)
- f. Create a query named “*post*” to display staff name, post, department and Phone number whose post is “teller“ or “cashier”. (3 Marks)
- g. Print out all the queries and report (1 Mark)