

PC Passport

DATABASE — Advanced Instructor's Guide



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This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Advanced level for Database

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Welcome

Welcome to the Advanced Database course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Exercise Booklet contains practical exercises that will reinforce the topics taught in the Workbook as well as Summary Tasks for each Learning Outcome. It is expected that the tutor leading the learner will supplement these materials with some practical assignments that are appropriate to their group.

This Instructor's Guide explains the layout and use of these manuals and gives the answers to the questions and tasks included in the Exercise Booklet.

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Using the Student Workbook

The workbook has been organised into the three Learning Outcomes for this Unit. Each of these 'sections' contains the topics to be covered along with references to the practical exercises that the learner should complete at specific points. At the end of the 'section' there is a reference to that Learning Outcome's *Summary Tasks*, which usually take the form of small projects, to help the learner consolidate what they've learned.

The references to the exercise booklet look like this:

Exercise 1.1

Now do Exercise 1.1 in the Student Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

Using the Exercise Booklet

The Exercise Booklet contains the practical sessions that the learners should undertake to consolidate their learning. Throughout each of the Learning Outcomes there are a number of exercises that will cover the topics most recently taught, and at the end of each Learning Outcome there is a Summary Tasks section. Here is a sample Summary Task from this Unit:

Task 3

1. Use the search facility in Windows Explorer to find the **Salary Analysis** file.
2. Choose to cut this document from the folder in which you find it.
3. In your **PersonalStuff** folder, create a new folder called **Salary** and paste the **Salary Analysis** file into it, using whatever method you prefer.
4. Rename the **Salary** folder as **Financial Documents** and move the **Loan Calculator** and **Credits** workbooks from the **Financial** folder in your **WorkStuff** folder into it.

Answers to Written Exercises

Learning Outcome 1

Exercise 1.1

Question 1

A collection of information organised in records containing information identified by fields.

Question 2

All the information that belong to a particular entity such as a customer, employment or an object.

Question 3

A single piece of information that is of the same type of all records.

Question 4

Tables, forms, reports, queries, pages, macros and modules.

Question 5

View mode allows you to modify the controls and the type of data you can insert in the database.

Question 6

- ◆ Text boxes associated with database information.
- ◆ Simple field headings.
- ◆ Labels linked to database information.

Question 7

A recorded series of commands that allow the user to automate certain operations.

Question 8

A query is a request to view or analyse database data.

Exercise 1.2

Question 1

A sequence of dialog boxes, which helps you create tables etc, using templates and pre-defined models.

Question 2

The type of information a field should contain and all its modifiable properties.

Question 3

A database record identifier, which is associated with a particular field and has a unique value for each record.

Question 4

This type of field indicates the number of records, which have been inserted in the database. This type of field is automatically updated with the next available number every time a new record is added.

Exercise 1.5

Question 1

Select the record by clicking at the beginning of the row, which contains it, then click the button with the red X on it on the toolbar.

Question 2

- ◆ It runs a check on the information you want to enter into a field.
- ◆ It decides if the information entered is compatible with the type of data the field is supposed to contain.

Question 3

A field property, which permits you to determine how data is entered into a particular field.

Exercise 1.6

Question 1

- ◆ A database object containing graphic elements, which is related to a table.
- ◆ A database object containing graphic elements, which is related to a query.

Question 2

The fields and their contents, which we want to display.

Question 3

A relationship between fields, which are common to two tables.

Question 4

In design view, from the toolbox, choose the control you want to insert and then the command button, drag it onto the form and assign the function you want the button to perform to it.

Learning Outcome 1 — Summary Tasks

None of the Summary Tasks in this section require answers.

Learning Outcome 2

Exercise 2.1

Question 1

In ascending or descending order based on a specific field.

Question 2

It displays the records, which match the field used as the criteria for the filter.

Question 3

A request to view data, which matches criteria.

Question 4

A parameter inserted to personalise the data displayed.

Question 5

The automation of one or more operations (delete records, update records etc).

Question 6

A query, which extracts data from the fields contained in two or more tables.

Question 7

It is a field, which is calculated using the values in one or more fields in a query.

Learning Outcome 2 — Summary Tasks

None of the Summary Tasks in this section require answers.

Learning Outcome 3

Exercise 3.1

Question 1

A set of records divided into fields chosen during the report creation, which are ready to be printed.

Question 2

Yes

Question 3

Open the **Print** dialog box from the **File** menu, enter the number of the first page in the **Pages From** box and the number of the last page in the **Pages To** box.

Question 4

A report placed inside a main report.

Question 5

A report that shows records for one or more tables.

Question 6

In view design mode, select the data source and the fields, which will be part of the report by dragging them with the mouse.

Question 7

An interactive table linked to a database.

Question 8

In design mode, choose the location then click the office chart icon on the Toolbox; then draw a rectangle as a signpost for the chart by dragging with the mouse.

Learning Outcome 3 — Summary Tasks

None of the Summary Tasks in this section requires answers.

