

ECDL / ICDL Using Databases

Sample Part-Tests

The following are sample part-tests for ECDL / ICDL Using Databases. This sample part-test contains 16 questions giving a total of 16 marks.

The actual ECDL / ICDL Using Databases certification test contains 31 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark for the module is 75%. The duration of the actual ECDL / ICDL Using Databases certification test is 45 minutes.

Although the ECDL / ICDL Using Databases sample part-tests are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL Using Databases certification test. All test items within the actual ECDL / ICDL Using Databases certification tests are based on ECDL / ICDL Using Databases Syllabus Version 6.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Using Databases tests please refer to ECDL / ICDL Using Databases Syllabus Version 6.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

Answerfile

The ECDL / ICDL Using Databases sample part-tests are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

Answer Guide

An Answer Guide for the sample part-tests theory questions is contained within the sample part-tests folder.

The Database

The database work file provided on the candidate drive consists of tables, queries, forms and reports to allow the candidate to undertake the test. Date formats for the database application must be set in the dd/mm/yy format to reflect the design of specific questions in the Question and Test Base (QTB). All standard database application components must be installed prior to the test starting in order to allow the candidate to answer specific questions.

Module Goals

ECDL / ICDL Using Databases sets out essential concepts and skills relating to understanding the concept of a database and demonstrating competence in using a database application.

Successful candidates shall be able to:

- Understand what a database is and how it is organised.
- Create a simple database and view the database content in various modes.
- Create a table, define and modify fields, and create relationships between tables. Enter and edit data in a table.

- Use filters and queries to retrieve specific information from a database.
- Create a form to enter, modify and delete records and data in records.
- Create routine reports and prepare outputs ready for print or electronic distribution.

Sample Part-Test 1

This is a sample part-test.

The following is the sample part-test for ECDL / ICDL Using Databases. This test consists of 3 theory questions and 13 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on working with a database called Toys. In the test you will answer theory questions, create a small table and enter some data, design queries that will extract data from the database, and create simple forms and reports.

1. Open the file called **sample part-tests answerfile1.docx** in the **Sample Test 1** folder from your Candidate Drive.

Which one of the following determines the type of information that can be stored in a database field?

[1 Mark]

- a.Indexed.
- b.Smart Tags.
- c.Validation Text.
- d.Data Type.

Enter your answer into the sample part-tests answerfile1 (Q.1 space provided) and save.

2. Which one of the following best describes a record in a database?

[1 Mark]

- a.A record is a request for information from a database.
- b.A record is used to delete a field in a table.
- c.A record contains data related to many subjects.
- d.A record contains data related to a single subject.

Enter your answer into the sample part-tests answerfile1 (Q.2 space provided) and save.

3. Which one of the following describes the organisation of a database?

[1 Mark]

- a.Rows, columns and worksheets.
- b.Fields, records and tables.
- c.Sentences, paragraphs and documents.
- d.Characters, files and folders.

Enter your answer into the sample part-tests answerfile1 (Q.3 space provided) and save.

Continued...

Sample Part-Test 1 (Contd.)

4. Open the file called **toys.accdb** from your Candidate Drive. Open the **Items** table. [1 Mark]

5. In the **Items** table, add the field below. Save and close the table.

Field Name	Data Type	Field Size or Format
Manufacturer	Short Text	40

[1 Mark]

6. Create a new table with the three fields and their properties as shown below.

Field Name	Data Type	Field Size or Format
ToyID	AutoNumber	Long Integer
ToyColour	Short Text	20
Category	Short Text	25

[1 Mark]

7. Set the **ToyID** field as the primary key. Save the table as **Toy List**. [1 Mark]

8. Add the following records to the Toy List table. Save and close the table.

ToyID	ToyColour	Category
1	Pink	Baby
2	Blue	Aged five or over

[1 Mark]

9. Open the **UnderFive** query and change the criteria for the **Price** field to show all prices less than 5. Save and close the **UnderFive** query. [1 Mark]

10. Create a query using only the **ToyName** field from the **Items** table and the **Award** field from the **Awards** table. Save the query as **ToyAwards** and close the query. [1 Mark]

11. Open the **CustToyPrice** query and add criteria to sort the **LastName** field in Ascending order. [1 Mark]

12. Select the **Items** table. Export the **Items** table in Microsoft Excel format as **items.xlsx** and save to your Candidate Drive. Click close to continue if a save export steps message is displayed. [1 Mark]

13. Create a simple form using all the fields from the **Customers** table. Accept default settings. Save the form as **Customer Details** and close the form. [1 Mark]

14. Create a report using all the fields from the **Customers** table. Accept default settings. Save the report as **Customer Records** and close. [1 Mark]

Continued...

Sample Part-Test 1 (Contd.)

15. Open the **Toys** report. Add a label containing your name to appear on the right-hand side of the report header and save. [1 Mark]
16. Print one copy of the **Toys** report to a printer. Save and close any open files. Close the database application. [1 Mark]

This is the end of the test.

If you have time, check the work you have done.

Sample Part-Test 2**This is a sample part-test.**

The following is the sample part-test for ECDL / ICDL Using Databases. This test consists of 3 theory questions and 13 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on working with a database called Store. In the test you will answer theory questions, create a small table and enter some data, design queries that will extract data from the database, and create simple forms and reports.

1. Open the file called **sample part-tests answerfile2.docx** in the **Sample Test 2** folder from your Candidate Drive.

Which one of the following should contain only one data element?

[1 Mark]

- a. Table.
- b. Index.
- c. Field.
- d. Database.

Enter your answer into the sample part-tests answerfile2 (Q.1 space provided) and save.

2. Which one of the following best describes where all database data is stored?

[1 Mark]

- a. In labels.
- b. In currency fields.
- c. In column headings.
- d. In tables.

Enter your answer into the sample part-tests answerfile2 (Q.2 space provided) and save.

3. Which one of the following designs and creates a database?

[1 Mark]

- a. A database administrator.
- b. A database specialist.
- c. A database user.
- d. A database reporter.

Enter your answer into the sample part-tests answerfile2 (Q.3 space provided) and save.

Continued...

Sample Part-Test 2 (Contd.)

4. Open the file called **store.accdb** from your Candidate Drive. Open the **Items** table.

[1 Mark]

5. In the **Items** table, add the field below. Save and close the table.

Field Name	Data Type	Field Size or Format
SellByDate	Date/Time	Short Date

[1 Mark]

6. Create a new table with the three fields and their properties as shown below.

Field Name	Data Type	Field Size or Format
FoodID	AutoNumber	Long Integer
FoodCode	Short Text	10
FoodName	Short Text	25

[1 Mark]

7. Set the **FoodID** field the primary key. Save the table as **Food**.

[1 Mark]

8. Add the following records to the **Food** table. Save and close the table.

FoodID	FoodCode	FoodName
1	007b	Marmalade
2	094f	Cheese

[1 Mark]

9. Open the **Customers** table and sort the table by **LastName** in descending order. Save and close the **Customers** table.

[1 Mark]

10. Select the **Item Details** table. Export the **Item Details** table in Microsoft Excel format as **items.xlsx** and save to your Candidate Drive. Click close to continue if a save export steps message is displayed.

[1 Mark]

11. Delete the **Discount** table. Click **Yes** to continue if a warning message is displayed.

[1 Mark]

12. Create a query using all the fields from the **Customers** table that will show those customers who have purchased a product with the ProductID **2**. Save the query as **Product** and close the query.

[1 Mark]

13. Create a report using all the fields from the **Customers** table, grouped by **LastName**, which will show the average **CustomerSpend**. Accept all other default settings. Save the report as **AvgSpend** and close the report.

[1 Mark]

14. Open the **Food** report and add a label containing your name to appear on the right-hand side of the report header and save.

[1 Mark]

Continued...

Sample Part-Test 2 (Contd.)

15. Print one copy of the **Food** report to a printer. Save all open tables, queries and reports and close the database. [1 Mark]

16. Open the file called **Relationship.accdb** from your Candidate Drive.

Delete the one-to-many relationship between the **EmployeeID** field in the **Employees** table and the **EmployeeID** field in the **Expenses** table. Close the relationship and the database. Close the database application.

[1 Mark]

This is the end of the test.

If you have time, check the work you have done.