

ECDL / ICDL Using Databases**Sample Part-Tests**

The following are sample part-tests for ECDL / ICDL Using Databases. This sample part-test contains 13 questions giving a total of 16 marks.

The actual ECDL / ICDL Using Databases certification test contains 25 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 5.0. 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 5.0 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.

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.

Successful candidates shall be able to:

- Understand what a database is and how it is organized and operated.
- Create a simple database and view the database content in various modes.
- Create a table, define and modify fields and their properties; enter and edit data in a table.
- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- Understand what a form is and create a form to enter, modify and delete records and data in records.
- Create routine reports and prepare outputs ready for 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 12 practical questions with 1 mark available for each question, except question 4 which carries 2 marks. 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 theory questions 1.docx** from your Candidate Drive. Open the file called **sample answerfile 1.docx** from your Candidate Drive. Enter your answers in the **sample answerfile 1**. Save and close the **sample answerfile 1** file and close the **sample theory questions 1** file. **[3 Marks]**

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

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

Field Name	Data Type	Field Size or Format
Manufacturer	Text	40

[1 Mark]

4. 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	Text	20
Category	Text	25

[2 Marks]

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

6. 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]

7. 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]**

Continued...

Sample Part-Test 1 (Contd.)

8. 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]
9. Select the **Items** table. Export the **Items** table in Microsoft Excel format as **items.xlsx** and save to your Candidate Drive. Accept all other default settings. [1 Mark]
10. 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]
11. Create a report using all the fields from the **Customers** table. Accept default settings. Save the report as **Customer Records** and close. [1 Mark]
12. 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]
13. 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 12 questions with 1 mark available for each question, except question 4 which carries 2 marks. 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 theory questions 2.docx** from your Candidate Drive. Open the file called **sample answerfile 2.docx** from your Candidate Drive. Enter your answers in the **sample answerfile 2**. Save and close the **sample answerfile 2** file and close the **sample theory questions 2** file. **[3 Marks]**

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

3. 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]

4. 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	Text	10
FoodName	Text	25

[2 Marks]

5. Set the **FoodID** field the primary key. Save the table as **Food**. **[1 Mark]**

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

FoodID	FoodCode	FoodName
1	007b	Marmalade
2	094f	Cheese

[1 Mark]

7. Open the **Customers** table and sort the table by **LastName** in descending order. Save and close the **Customers** table. **[1 Mark]**

Continued...

Sample Part-Test 2 (Contd.)

8. Select the **Item Details** table. Export the **Item Details** table in Microsoft Excel format as **items.xlsx** and save to your Candidate Drive. Accept all other default settings. [1 Mark]
9. Delete the **Discount** table. Click Yes to continue if a warning message is displayed. [1 Mark]
10. Create a query using all the fields from the **Customers** table that will show those customers who have purchased a product with the Product ID **2**. Save the query as **Product** and close the query. [1 Mark]
11. 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]
12. 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]
13. Print one copy of the **Food** report to a printer. Save and close any open files and all applications. [1 Mark]

This is the end of the test.

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

Multiple Choice Questions Answer Guide

Sample Part-Test 1

Test Number	Question Number	Answer Guide
1	1.1	d
1	1.2	b
1	1.3	b

Sample Part-Test 2

Test Number	Question Number	Answer Guide
2	1.1	c
2	1.2	b
2	1.3	b