

JOHN OSBORN
EXEMPLAR

UNIT 1: ICT SKILLS FOR BUSINESS

TASK 6: Update and use a database to search for and present information for a business purpose.

ASSESSMENT CHECK LIST

TASK	Student	Teacher
PASS: Show evidence that you have added some records into a database.	JO	
PASS: Show evidence that you have edited some existing records in a database.	JO	
PASS: Show evidence that you have deleted some records from a database.	JO	
PASS: Show evidence that you have made 1 database query using at least 1 search criterion.	JO	
MERIT: Show evidence that you have made 1 database query that uses 1 search criterion and sorts data on at least 1 field.	JO	
MERIT: Show evidence that you have created a report in your database and have printed it out.	JO	
DISTINCTION: Show evidence that you have made 1 database query that uses 2 search criteria and sorts data on at least 1 field.	JO	
DISTINCTION: Show evidence that you have created an address label report and have printed it out.	JO	
DISTINCTION: Explain why database reports would be useful to a business person.	JO	

OVERALL GRADE FOR AO6 - DISTINCTION

OCR National Level 2 (ICT)

1. Entering Data (P)

Comment [p1]: Well done on this task
you are heading for a distinction! JO

Database before entering data

The screenshot shows the Microsoft Access application window. The title bar reads "Hosts: Database (Access 2007) - Microsoft Access". The ribbon at the top has "Table Tools" and "Database Tools" tabs. The "Table Tools" ribbon is active, showing various options for formatting and data manipulation. The "Database Tools" ribbon is also visible, showing options for finding and selecting data. The main area displays a table named "Hosts" with the following columns: Host Refere, Title, First Name, Surname, Address, District, City, Country, Guests, Cuisine, and Own. The table contains 15 rows of data, including references like F1011, F1098, F1101, etc., with details like Mrs. Pénélope Faucher, 39, rue Léon Diex, Islands, Paris, France, 2 Traditional, and Own.

Database after entering data

The screenshot displays the Microsoft Access application window titled "Hosts: Database (Access 2007) - Microsoft Access". The ribbon at the top includes tabs for Home, Create, External Data, Database Tools, Acrobat, and Datasheet. The Datasheet view is active, showing a table named "Hosts" with the following columns: Host Refere, Title, First Name, Surname, Address, District, City, Country, Guests, Cuisine, and Own. There are 16 rows of data representing different hosts.

Host Refere	Title	First Name	Surname	Address	District	City	Country	Guests	Cuisine	Own
F1011	Mrs	Pénélope	Faucher	39, rue Léon Diérx	Islands	Paris	France	2	Traditional	
F1098	Mrs	Amabella	Descoteaux	50, rue Léon Diérx	Temple	Paris	France	4	Traditional	
F1101	Mrs	Eulalie	Breton	57, Rue Bonnet	Montparnasse	Paris	France	1	Vegetarian	
F1105	Mrs	Henriette	Monjeau	83, rue de Raymond Poincaré	Bercy	Paris	France	2	Vegetarian	
F1218	Mr	Thierry	Marcoux	32, rue des Nations Unies	Temple	Paris	France	1	Traditional	
F1242	Mr	Bellamy	Latourelle	21, rue Lenotre	Montparnasse	Paris	France	1	Vegetarian	
F1282	Mrs	Élodie	Talon	79, rue Descartes	Islands	Paris	France	1	Traditional	
F1289	Mr	Medoro	Jomphe	53, rue de Penthièvre	Islands	Paris	France	1	Kosher	
F1312	Mr	Carolos	Marois	54, rue Pierre De Coubertin	Belleville	Paris	France	1	Traditional	
F1667	Mrs	Marjolaine	Savoie	7, rue de Raymond Poincaré	Garde du Nord	Paris	France	3	Kosher	
F1678	Mr	Royce	Parizeau	50, rue Pierre Motte	Islands	Paris	France	2	Vegetarian	
F1829	Mr	Javier	Poirier	40, place Maurice-Charretier	Temple	Paris	France	1	Traditional	
F1909	Mrs	Felicien	Fecteau	16, quai Saint-Nicolas	Bercy	Paris	France	3	Traditional	
F1990	Mr	Peppin	Sciverit	72, rue de la Boétie	Latin Quarter	Paris	France	2	Asian	
F1300	Mrs	Emmanuelle	Lebrun	69, rue de Carats	St Germain	Paris	France	2	Vegetarian	

I have entered a new record (F1300 which has been added to the database. I took care to ensure that the spelling for each of the fields was accurate to prevent problems with queries and reporting later on. I also made sure that the updated database was saved..

Press *Ctrl + Home* to return to Assessment Check List

OCR National Level 2 (ICT)

2. Editing Data (P)

Database before editing data

Host Refere	Title	First Name	Surname	Address	District	City	Country	Guests	Cuisine	Own
F0721	Mr	Soren	Dupuis	73, Square de la Couronne	Bercy	Paris	France	1	Vegan	
F0788	Mr	Alexandrin	Boucher	24, rue Pierre Motte	Montparnasse	Paris	France	2	Vegetarian	
F0790	Mr	Hardouin	Plouffe	58, rue Petite Fusterie	Bastille	Paris	France	3	Vegetarian	
F0824	Mr	Noël	D'Aubigné	40, rue de la Hulotais	Vaugirard	Paris	France	2	Traditional	
F0873	Mr	Sébastien	Aupry	73, rue Pierre De Coubertin	Belleville	Paris	France	2	Chinese	
F0984	Mrs	Heloise	Léveillé	38, rue Beauvau	Belleville	Paris	France	2	Traditional	
F1011	Mrs	Pénélope	Faucher	39, rue Léon Dierx	Islands	Paris	France	2	Traditional	
F1098	Mrs	Amabella	Descoteaux	50, rue Léon Dierx	Temple	Paris	France	4	Traditional	
F1101	Mrs	Eulalie	Breton	57, Rue Bonnet	Montparnasse	Paris	France	1	Vegetarian	
F1105	Mrs	Henriette	Monjeau	83, rue de Raymond Poincaré	Bercy	Paris	France	2	Vegetarian	
F1218	Mr	Thiery	Marcoux	32, rue des Nations Unies	Temple	Paris	France	1	Traditional	
F1242	Mr	Bellamy	Latourelle	21, rue Lenotre	Montparnasse	Paris	France	1	Vegetarian	
F1282	Mrs	Élodie	Talon	79, rue Descartes	Islands	Paris	France	1	Traditional	
F1289	Mr	Medoro	Jomphe	53, rue de Penthievre	Islands	Paris	France	1	Kosher	
F1312	Mr	Carolos	Marois	54, rue Pierre De Coubertin	Belleville	Paris	France	1	Traditional	
F1667	Mrs	Marjolaine	Savoie	7, rue de Raymond Poincaré	Garde du Nord	Paris	France	3	Kosher	
F1678	Mr	Royce	Parizeau	50, rue Pierre Motte	Islands	Paris	France	2	Vegetarian	
F1829	Mr	Javier	Poirier	40, place Maurice-Charretier	Temple	Paris	France	1	Traditional	
F1909	Mrs	Felicien	Fecteau	16, quai Saint-Nicolas	Bercy	Paris	France	3	Traditional	

Database after editing data

Host Refere	Title	First Name	Surname	Address	District	City	Country	Guests	Cuisine	Own
F0721	Mr	Soren	Dupuis	73, Square de la Couronne	Bercy	Paris	France	1	Vegan	
F0788	Mr	Alexandrin	Boucher	24, rue Pierre Motte	Montparnasse	Paris	France	2	Vegetarian	
F0790	Mr	Hardouin	Plouffe	58, rue Petite Fusterie	Bastille	Paris	France	3	Vegetarian	
F0824	Mr	Noël	D'Aubigné	40, rue de la Hulotais	Vaugirard	Paris	France	2	Traditional	
F0873	Mr	Sébastien	Aupry	73, rue Pierre De Coubertin	Belleville	Paris	France	2	Chinese	
F0984	Mrs	Heloise	Léveillé	38, rue Beauvau	Belleville	Paris	France	2	Traditional	
F1011	Mrs	Pénélope	Faucher	39, rue Léon Dierx	Islands	Paris	France	2	Traditional	
F1098	Mrs	Amabella	Descoteaux	50, rue Léon Dierx	Temple	Paris	France	4	Traditional	
F1101	Mrs	Eulalie	Breton	57, Rue Bonnet	Montparnasse	Paris	France	2	Vegetarian	
F1105	Mrs	Henriette	Monjeau	83, rue de Raymond Poincaré	Bercy	Paris	France	2	Vegetarian	
F1218	Mr	Thiery	Marcoux	32, rue des Nations Unies	Temple	Paris	France	1	Traditional	
F1242	Mr	Bellamy	Latourelle	21, rue Lenotre	Montparnasse	Paris	France	1	Vegetarian	
F1282	Mrs	Élodie	Talon	79, rue Descartes	Islands	Paris	France	1	Traditional	

I changed the number of guests for the host entry F1101 from 1 to 2. I ensured that this change was saved.

Press *Ctrl + Home* to return to Assessment Check List

OCR National Level 2 (ICT)

3. Deleting data (P)

Database before deleting data

Host Refere	Title	First Name	Surname	Address	District	City	Country	Guests	Cuisine	Own
F1098	Mrs	Amabella	Descoteaux	50, rue Léon Dierx	Temple	Paris	France	4	Traditional	
F1101	Mrs	Eulalie	Breton	57, Rue Bonnet	Montparnasse	Paris	France	2	Vegetarian	
F1105	Mrs	Henriette	Monjeau	83, rue de Raymond Poincaré	Bercy	Paris	France	2	Vegetarian	
F1218	Mr	Thiery	Marcoux	32, rue des Nations Unies	Temple	Paris	France	1	Traditional	
F1242	Mr	Bellamy	Latourelle	21, rue Lenotre	Montparnasse	Paris	France	1	Vegetarian	
F1282	Mrs	Élodie	Talon	79, rue Descartes	Islands	Paris	France	1	Traditional	
F1289	Mr	Medoro	Jomphe	53, rue de Penthievre	Islands	Paris	France	1	Kosher	
F1312	Mr	Carolos	Marois	54, rue Pierre De Coubertin	Belleville	Paris	France	1	Traditional	
F1667	Mrs	Marjolaine	Savoie	7, rue de Raymond Poincaré	Garde du Nord	Paris	France	3	Kosher	
F1678	Mr	Royce	Parizeau	50, rue Pierre Motte	Islands	Paris	France	2	Vegetarian	
F1829	Mr	Javier	Poirier	40, place Maurice-Charretier	Temple	Paris	France	1	Traditional	
F1909	Mrs	Felicien	Fecteau	16, quai Saint-Nicolas	Bercy	Paris	France	3	Traditional	
F1990	Mr	Peppin	Sciverit	72, rue de la Boétie	Latin Quarter	Paris	France	2	Asian	
F1300	Mrs	Emmanuelle	Lebrun	69, rue de Carats	St Germain	Paris	France	2	Vegetarian	

Database after deleting data

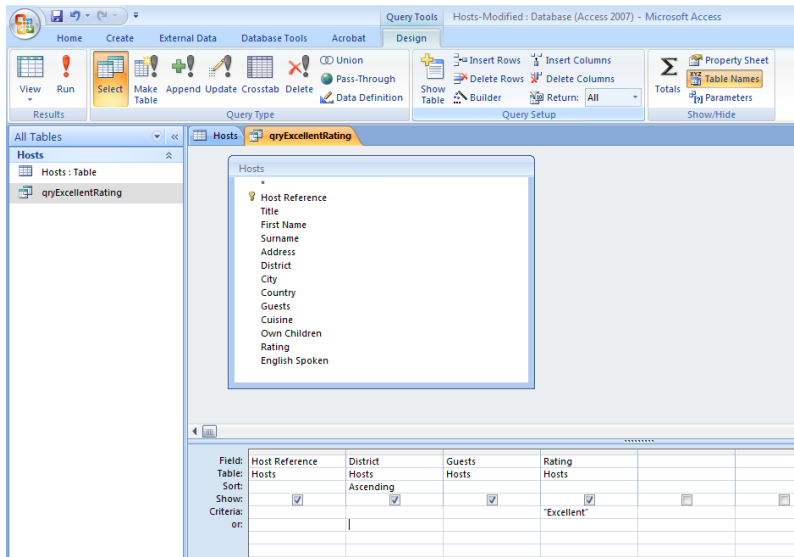
Host Refere	Title	First Name	Surname	Address	District	City	Country	Guests	Cuisine	Own
F1098	Mrs	Amabella	Descoteaux	50, rue Léon Dierx	Temple	Paris	France	4	Traditional	
F1101	Mrs	Eulalie	Breton	57, Rue Bonnet	Montparnasse	Paris	France	2	Vegetarian	
F1105	Mrs	Henriette	Monjeau	83, rue de Raymond Poincaré	Bercy	Paris	France	2	Vegetarian	
F1218	Mr	Thiery	Marcoux	32, rue des Nations Unies	Temple	Paris	France	1	Traditional	
F1242	Mr	Bellamy	Latourelle	21, rue Lenotre	Montparnasse	Paris	France	1	Vegetarian	
F1282	Mrs	Élodie	Talon	79, rue Descartes	Islands	Paris	France	1	Traditional	
F1289	Mr	Medoro	Jomphe	53, rue de Penthievre	Islands	Paris	France	1	Kosher	
F1312	Mr	Carolos	Marois	54, rue Pierre De Coubertin	Belleville	Paris	France	1	Traditional	
F1667	Mrs	Marjolaine	Savoie	7, rue de Raymond Poincaré	Garde du Nord	Paris	France	3	Kosher	
F1678	Mr	Royce	Parizeau	50, rue Pierre Motte	Islands	Paris	France	2	Vegetarian	
F1829	Mr	Javier	Poirier	40, place Maurice-Charretier	Temple	Paris	France	1	Traditional	
F1990	Mr	Peppin	Sciverit	72, rue de la Boétie	Latin Quarter	Paris	France	2	Asian	
F1300	Mrs	Emmanuelle	Lebrun	69, rue de Carats	St Germain	Paris	France	2	Vegetarian	

I have deleted the record F1990 from the database. I took care to ensure the correct record was deleted and that the database was saved following the change.

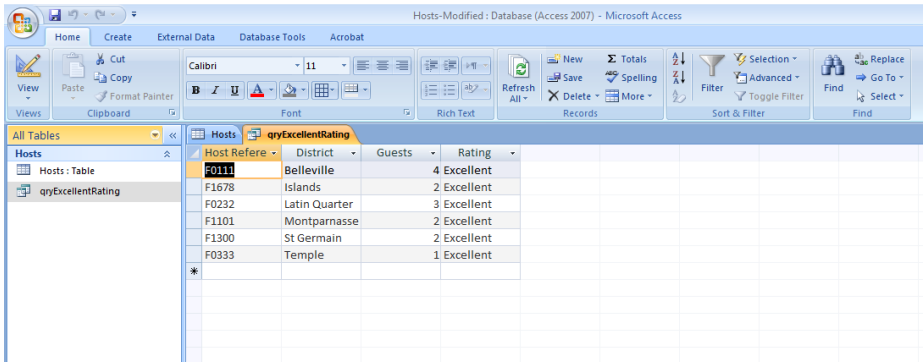
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4. Database Query (P) (M)

Query design 1



Results of query 1



I created a query that displays the host reference, district, number of guests and their rating. The query has a criteria that only selects hosts with an excellent rating. The results are sorted in ascending alphabetical order based on the district name.

Press *Ctrl + Home* to return to Assessment Check List

OCR National Level 2 (ICT)

Query design 2 (D)

Field:	Title	First Name	Surname	Address	District	City	Country	Cuisine	Guests
Table:	Hosts	Hosts	Hosts	Hosts	Hosts	Hosts	Hosts	Hosts	Hosts
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:								"Vegetarian" "Vegan" "Halal"	
or:									

Results of query 2

Host Refere	Title	First Name	Surname	Address	District	City	Country	Cuisine	Guests
F0561	Mr	Roux	Marcoux	54, Avenue De Marlioz	Trocadero	Paris	France	Vegetarian	1
F0123	Mrs	Aubine	Fongemie	54, rue de Beauchesne	Latin Quarter	Paris	France	Vegetarian	1
F1242	Mr	Bellamy	Latourelle	21, rue Lenotre	Montparnasse	Paris	France	Vegetarian	1
F0333	Mrs	Adrien	Souplet	97, Cours Marechal-Joffre	Temple	Paris	France	Halal	1
F0721	Mr	Soren	Dupuis	73, Square de la Couronne	Bercy	Paris	France	Vegan	1
F0340	Mr	Denis	Arpin	40, rue des Lacs	Garde du Nord	Paris	France	Vegetarian	2
F0433	Mr	Harcourt	Cuillierier	95, rue des Lacs	Bastille	Paris	France	Halal	2
F0444	Mr	Alaine	Émond	24, Place Charles de Gaulle	Montparnasse	Paris	France	Vegan	2
F0019	Mrs	Giroux	Charlot	89, rue Banaudon	Champs Elysee	Paris	France	Vegan	2
F0718	Mr	Roger	Plourde	64, rue Victor Hugo	Bercy	Paris	France	Halal	2
F1300	Mrs	Emmanuelle	Lebrun	69, rue de Carats	St Germain	Paris	France	Vegetarian	2
F0788	Mr	Alexandrin	Boucher	24, rue Pierre Motte	Montparnasse	Paris	France	Vegetarian	2
F1101	Mrs	Eulalie	Breton	57, Rue Bonnet	Montparnasse	Paris	France	Vegetarian	2
F1105	Mrs	Henriette	Monjeau	83, rue de Raymond Poincaré	Bercy	Paris	France	Vegetarian	2
F1678	Mr	Royce	Parizeau	50, rue Pierre Motte	Islands	Paris	France	Vegetarian	2
F0679	Mrs	Georgette	Bellemare	42, Rue de la Pomme	Latin Quarter	Paris	France	Halal	2
F0503	Mr	Arthur	Arnoux	69, avenue Jean Portalis	Temple	Paris	France	Vegetarian	3
F0790	Mr	Hardouin	Plouffe	58, rue Petite Fusterie	Bastille	Paris	France	Vegetarian	3
F0111	Mr	Manville	Artois	40, avenue Voltaire	Belleville	Paris	France	Vegetarian	4

I designed a query that shows the full contact details (Title, first name, last name, address, district, city, country) of all the hosts that provide Vegetarian, Vegan or Halal cuisine. I have sorted the results in ascending numerical by the number of guests that can be accommodated. I will use this query to create address labels.

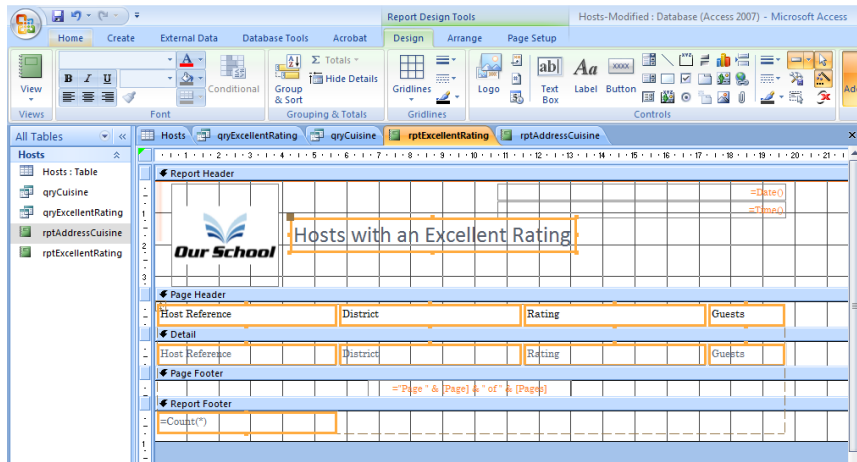
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OCR National Level 2 (ICT)

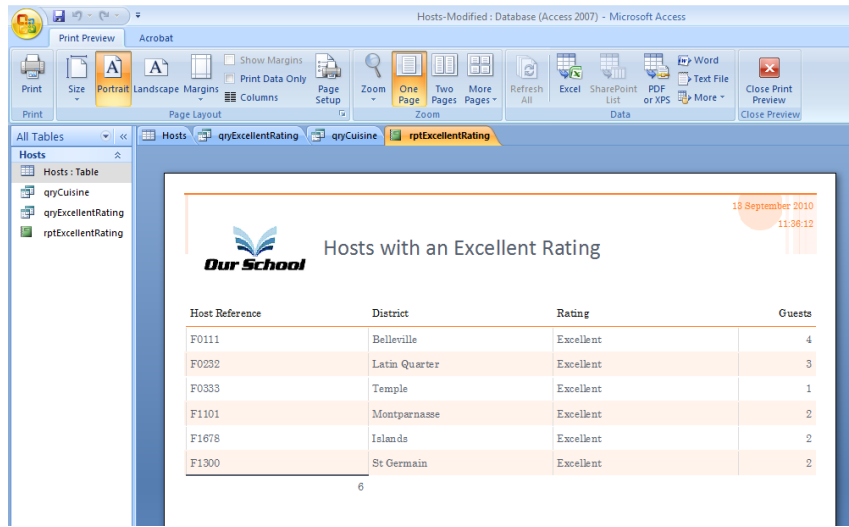
5. Reports

a. Simple Report (M)

Design of report 1



Print preview of report 1



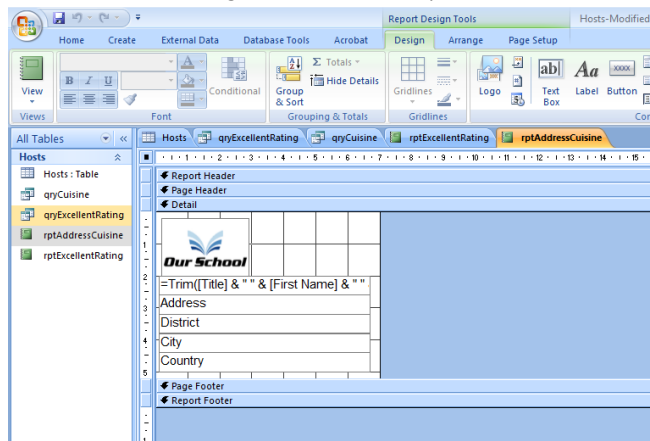
I have created a simple report that shows the results of my first query of host with an excellent rating. I have added our school logo and used appropriate formatting to give the report a more professional look and feel.

Press *Ctrl + Home* to return to Assessment Check List

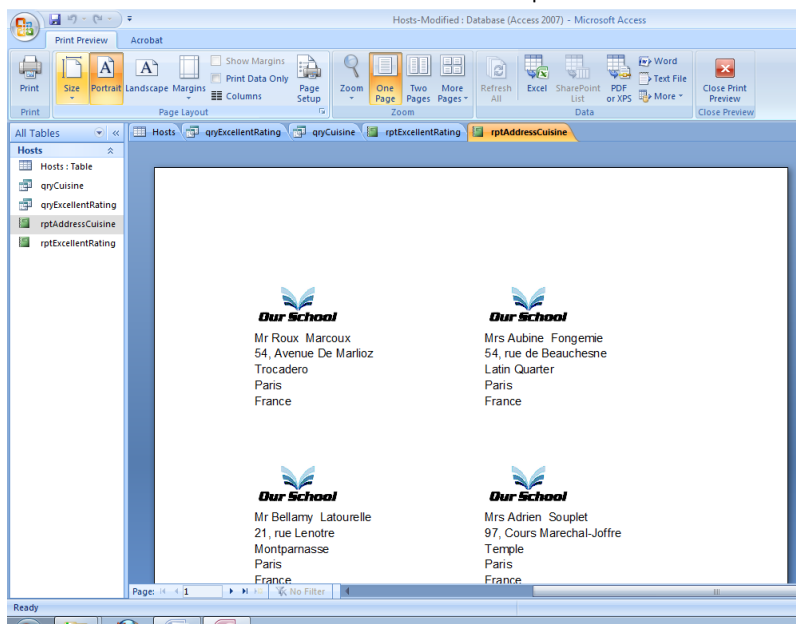
OCR National Level 2 (ICT)

b. Address Label Report (D)

Design of address label report



Print Preview of address label report



I have used the label wizard to create a report that could be used to print a series of address labels based on my second database query into cuisine. I have added our school logo and changed the font style and size to make the labels look more professional.

Press *Ctrl + Home* to return to Assessment Check List

OCR National Level 2 (ICT)

c. Using Business Reports *(D)*

Reports allow business people to see the database data clearly. Sometimes seeing all the data in a database can be confusing. Reports let us to focus on particular areas of the data, allowing us to spot trends or extract particular information. Reports turn data into information which helps business people make better decisions