

Member ID: _____

Time: _____

Rank: _____



DATABASE APPLICATIONS (240) REGIONAL 2023

Production:

Job 1: Table _____ (100 points)

Job 2: Table _____ (100 points)

Job 3: Query _____ (100 points)

Job 4: Form _____ (100 points)

TOTAL POINTS _____ (400 points)

Test Time: 90 minutes

GENERAL GUIDELINES:

Failure to adhere to any of the following rules will result in disqualification:

1. Member must hand in this test booklet and all printouts if any. Failure to do so will result in disqualification.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-4.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Member ID and job number. (Member ID will be shown in file names for Database)
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

	Points Possible	Points Earned
Job 1 – Employee Info Table		
Correct field names	20	
Correct data entry (5 pts per record)	45	
Sort by last name in Ascending order	10	
Hide the Employee ID field	10	
Print in Landscape, all data visible, on one page	15	
Total for Job 1	100	
Job 2 – Employee Hire Info Table		
Correct field names (5 fields at 4 pts each)	20	
Correct data entry (5 pts per record)	45	
Sort by Job Title within each Department	20	
Print in Portrait, all data visible, on one page	15	
Total for Job 2	100	
Job 3 – Employee Info Query		
Correct field names (4 fields at 5 pts each)	20	
Show employees earning less than \$30/hour	30	
Sort Descending by Hourly Salary	25	
Print in Portrait, all data visible, on one page	25	
Total for Job 3	100	
Job 4 – Employee Hire Info Form		
Correct field names (5 fields at 4 pts each)	20	
Formatted as shown (adjusted row heights)	10	
Labels – Bold, Size 14	10	
Text – size 11	10	
EmployeeID field – label shows Employee ID (with space)	10	
Employee ID text box UPPERCASE (not the label)	10	
Hire Date – ‘Long Date’ format and aligned left	10	
Hourly Salary – Currency style and aligned left	10	
Print form, on one page with: adk5487, bar8459, mey3425	10	
Total for Job 4	100	
Total Points Earned	400	

You've been hired by Tom Carlson, Information Technology manager, to create an employee database for Digital Solutions. Please follow his instructions for each of the jobs listed below.

Job 1 – Employee Info Table

1. Create a table with the data shown below. Name the table “**Employee Info – XXXXX**” where ‘XXXXX’ is your MemberID #. Use appropriate field names, types, widths, and properties considering the data provided. Employee ID is the primary key.

EmployeeID	SSN#	Title	First Name	Last Name	Email Address	Home Address	City	State	Zip	Cell Phone
Ros5689	4.87E+08	Mr.	Harvey	Rosen	hrosen@digitalsolutions.com	1809 O'Brien Road	Columbus	OH	43229	6147759286
Ade2458	7.49E+08	Mr.	Ryan	Adelsberger	radelsberger@digitalsolutions.com	3940 Four Pointe Farms Ln	Columbus	OH	43244	6142893197
Bar2548	8.55E+08	Ms.	Angela	Barber	abarber@digitalsolutions.com	4022 Blendon Way Dr	Columbus	OH	43224	6142220927
Car7845	5.15E+08	Mr.	Tom	Carlson	tcarlson@digitalsolutions.com	4321 Bench Ct	Columbus	OH	43232	6144211064
Bai8622	4.79E+08	Mr.	Robert	Bailey	rbailey@digitalsolutions.com	476 Bluestem Ave	Columbus	OH	43227	6145944947
Adk2589	5.49E+08	Mrs.	Rhonda	Adkins	radkins@digitalsolutions.com	484 Beaverbrook Dr	Columbus	OH	43234	6145404833
Mey3425	8.52E+08	Mr.	Roger	Meyer	rmeyer@digitalsolutions.com	536 Helmbright Dr	Columbus	OH	43228	6142698144
Ren7425	9.58E+08	Ms.	Edna	Renick	erenick@digitalsolutions.com	6011 Bentgate Ln	Columbus	OH	43233	6148843343
Smi6285	4.53E+08	Mrs.	Julie	Smith	jsmith@digitalsolutions.com	639 Laurel Ridge Dr	Columbus	OH	43227	6147482589

2. Sort the table by last name in ascending order.
3. Hide the “Employee ID” field.
4. Print the table, in landscape orientation, making sure all data can be seen and it fits on one page. You may have to adjust column widths and page margins.

Job 2 – Employee Hire Info Table

1. Create a table with the data shown below. Name the table “**Employee Hire Info – XXXXX**” where ‘XXXXX’ is your Member ID#. Use appropriate field names, types, widths, and properties considering the data provided. “Employee ID” is the primary key.

EmployeeID	Hire Date	Hourly Salary	Department	Job Title
Ade2458	15-Sep-14	\$25.50	Administrative Support	Administrative Assistant
Adk5487	15-Jan-17	\$29.00	Information Technology	Data Entry Clerk
Bai4785	14-Jun-12	\$38.00	Human Resources	Payroll Specialist
Bar8549	22-Apr-21	\$23.00	Financial Services	Spreadsheet Specialist
Carl7845	01-Jun-10	\$48.50	Information Technology	Manager
Mey3425	15-Aug-21	\$36.45	Marketing	Manager
Ren7425	20-Nov-08	\$49.75	Administrative Support	Manager
Ros5689	15-Feb-15	\$42.45	Financial Services	Manager
Smi6285	20-Jul-18	\$38.95	Human Resources	Manager

2. Sort the table, in ascending order, by “Department”. Sort the table, in ascending order, by “Job Title” within each department.
3. Print the table, in portrait orientation, making sure that all data can be seen and fits on one page. You may have to adjust the column widths and page margins.

Job 3 – Employee Info Query

1. Create a Query that shows the following fields: First Name, Last Name, Hourly Salary, and Department. Name the query “**Employee Info Query – XXXXX**” where ‘XXXXX’ is your Member ID#.
2. The query should only show the employees who make less than \$30.00 per hour.
3. Sort the query in descending order by “Hourly Salary”.
4. Print the query, in portrait orientation, making sure that all data can be seen and fits on one page. You may have to adjust column widths and page margins.

Job 4 – Employee Hire Info Form

1. Create a Form that can be used to enter the following information:
 - a. EmployeeID
 - b. Hire Date
 - c. Hourly Salary
 - d. Department
 - e. Job Title
2. The form should be saved as: “**Employee Hire Info Form – XXXXX**” where ‘XXXXX’ is your Member ID#. Format the form as shown below:

Employee Hire Info Form - XXXXX

Employee ID	<input type="text"/>
Hire Date	<input type="text"/>
Hourly Salary	<input type="text" value="0"/>
Department	<input type="text"/>
Job Title	<input type="text"/>

3. The labels should be bold and size 14 font. The text box ‘controls’ should be size 11 font.
4. Change the height of the text boxes and labels so that they are all a similar size (as shown above).
5. The “EmployeeID” label should have a space between “Employee” and “ID”. Format the “EmployeeID” text box so that the letters in the “ID” field will be uppercase.
6. Left align the “Hire Date” text box and format it as a “Long Date”—so that it will show the day of the week as part of the date. Check Form or Layout View and resize the text box as needed to show the full date.
7. Format the “Hourly Salary” to be currency style with two decimals and aligned left.
8. Print the form so that only the forms for the following employees show (on one page). The data should still be sorted by Hourly Salary from highest to lowest from Job 3:
 - a. mey3425
 - b. adk5487
 - c. bar8459