

Member ID: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# Database Applications (240)

## Regional 2024

### PRODUCTION

**Job 1:** Alumni Data Table \_\_\_\_\_ (100 points)

**Job 2:** Membership Table \_\_\_\_\_ (100 points)

**Job 3:** Relationships Report \_\_\_\_\_ (50 points)

**Job 4:** Query/Report \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ (*350 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.
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
<b>Job 1. Create Alumni Data Table</b>		
Table name is Alumni Data – XXXXX	5	
Field names entered correctly	10	
Data entered correctly (5 points per record)	50	
Date format matches table in test	10	
Sorted alphabetically by last name	10	
Each record is on one line	5	
All data is visible (no truncation)	5	
Table printed in landscape on one page	5	
<b>Total for Job 1</b>	<b>100</b>	
<b>Job 2. Create Membership Table</b>		
Table name is Membership – XXXXX	10	
Field names entered correctly	5	
Currency format with 2 decimals	5	
Data entered correctly (5 points per record)	50	
Each record data is on one line and sorted by ascending Alumni ID	10	
Table printed in portrait orientation on one page	20	
<b>Total for Job 2</b>	<b>100</b>	
<b>Job 3. Create Relationships Report</b>		
Report shows one to one relationship between Alumni ID# in Alumni Data table and Alumni ID# in Membership table	20	
Relationships report has header labeled <b>Relationships Report</b>	10	
Report includes footer with Member ID on first line and Job 3 on second line of footer	10	
Relationships report printed in portrait orientation	10	
<b>Total for Job 3</b>	<b>50</b>	
<b>Job 4. Query/Report</b>		
Query includes Alumni ID#, First Name and Last name from the Alumni Data table and Membership Date, Alumni Dues and Year of Graduation from the Membership table	40	
Sorted by Year of Graduation, then by Last Name, both in ascending order	5	
Query titled <b>Query-Grad Year</b> and printed in portrait orientation, fitting on one page.	10	
Tabular report created from query, with columns resized to fit data	10	
Total added beneath Alumni Dues column, totaling \$325.00	10	
Currency format with 2 decimal places for all data in Alumni Dues column	10	
Report includes footer with Membership ID on first line and Job 4 on second line of footer	10	
Report printed in portrait orientation, fitting on one page	5	
<b>Total for Job 4</b>	<b>100</b>	
<b>Total Points Earned</b>	<b>350</b>	

As a Database Specialist for Digital Solutions, you have been tasked with creating a database for an alumni association, beginning with ten records for approval by the alumni association. Please follow the instructions for each of the jobs listed below.

## Job 1 – Create Alumni Data Table

1. Create a table with the data in the table below. Name the table **Alumni Data – XXXXXX**, where the “XXXXXX” is your Member ID Number. Use the field names as shown in the table below, and consider the data when using field types, widths, properties, etc. Make the Alumni ID# field the primary key.

Alumni ID#	Title	First Name	Last Name	Street Address	City	State	ZIP	Cell Phone
5046221	Ms.	Jeanine	Foster	1385 Lightning Dr.	Memphis	TN	38118	901-415-2700
7781642	Mr.	Darnell	Jones	2368 Layman Ct.	Atlanta	GA	30308	404-546-0311
4002965	Ms.	Suhaylah	Kassis	4126 Chicago Ave.	Fresno	CA	93721	559-457-6306
6649213	Mrs.	Carolina	Dias	327 Crummit Ln.	Austin	TX	73344	512-555-0130
1976233	Mr.	Lan	Huang	2765 Rosewood Rd.	Tupelo	MS	38801	662-805-9691
5871548	Ms.	Tatjana	Knezevic	2518 Scenic Way	Seymour	IL	61875	217-687-3751
9823346	Ms.	Julie	Winther	3495 Phillip Ln.	Tulsa	OK	74133	918-461-8458
3098661	Mrs.	Maddison	Osborne	4443 Parrill Ct.	Crown Point	IN	46307	219-620-9851
8226479	Ms.	Elea	Corona	4988 Stallion Rd.	Cincinnati	KY	45202	859-609-3297
2772345	Mr.	Ira	George	4331 Clarks Ln.	Ithaca	MI	48847	989-250-1300

2. Sort the Alumni Data table in ascending order by Last Name.
3. Print the Alumni Data table in Landscape Orientation, adjusting the column widths so that the table fits on one page. Also ensure each record is on one line and no information is truncated. (You do not need to follow table formatting from the Style Manual guidelines.)

## Job 2 – Create Membership Table

1. Create a Membership table with the data from the table below. Name the table **Membership – XXXXXX**, where the “XXXXXX” is your Member ID Number. Use the field names as shown in the table below, and consider the data when using field types, widths, properties, etc. Use the same number and date formats as shown in the table below. Make the Alumni ID# field the primary key.

Alumni ID#	Year of Graduation	Alumni Dues	Membership Date
5046221	2018	\$25.00	5/21/2019
7781642	2019	\$40.00	8/2/2019
4002965	2022	\$40.00	12/2/2022
6649213	2022	\$25.00	1/12/2023
1976233	2019	\$25.00	6/9/2019
5871548	2018	\$40.00	10/17/2018
9823346	2019	\$40.00	2/17/2021
3098661	2019	\$25.00	7/14/2020
8226479	2018	\$40.00	7/22/2018
2772345	2022	\$25.00	11/11/2023
		\$325.00	

- Sort the table by Alumni ID in ascending order.
- Print the Membership table in portrait orientation, adjusting the column widths so that the table fits on one page. Also ensure each record is on one line and no information is truncated. (You do not need to follow table formatting from the Style Manual guidelines.)

### Job 3 – Relationships Report

- Create a one to one relationship between the Alumni ID# fields in the Alumni Data table and Membership table.
- Create a relationships report, changing the report header to **Relationships Report**.
- Add a right page footer to the report with your Member ID on the first line and Job 3 on the second line.
- Save the report as **Relationships Report**.
- Print the relationships report in portrait orientation.

### Job 4 – Query/Report

- Create a Query using the Alumni ID#, First Name and Last Name fields from the Alumni Data table and the Membership Date, Alumni Dues and Year of Graduation from the Membership table.
- Sort the Query by Year of Graduation in ascending order, then a secondary sort by Last Name in ascending order.
- Save the Query as **Query-Grad Year – Member ID**.
- Print a copy of the query in portrait orientation fitting on one page.
- Create a basic tabular report from the Query, using all fields in the Query except for the Alumni ID# field, resizing the columns to fit the data on one page. Data should be sorted in the same manner as in step 2 above (primary sort by year of graduation & secondary sort by last name (both in ascending order)).
- Title the report **Report by Grad Year**.
- Add a total beneath the Alumni Dues column, calculating the total of all dues, formatting the total and the data in the Alumni Dues column as currency with two decimal places.
- Remove the date and page number default footers and add a footer with your Member ID on the first line and Job 4 on the second line of the footer.

9. Save the report as **Year of Graduation**.
10. Print the report in Portrait orientation, making sure all data is visible and that the report fits on one page.