

Contestant ID: \_\_\_\_\_

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

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



# DATABASE APPLICATIONS (240)

## REGIONAL 2026

### PRODUCTION

Job 1: Contribution Table \_\_\_\_\_ (100 points)

Job 2: Community Service Table \_\_\_\_\_ (100 points)

Job 3: Query \_\_\_\_\_ (100 points)

Job 4: Report \_\_\_\_\_ (100 points)

***TOTAL POINTS*** \_\_\_\_\_ ***(400 points)***

**Test Time: 90 minutes**

### GENERAL GUIDELINES:

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.

### EXAM GUIDELINES:

1. **Check Your Booklet:** Make sure this test booklet includes Jobs 1-4.
2. **Follow Instructions:** Complete all jobs according to the instructions given.
3. **Correct Errors:** Fix any formatting, spelling, or grammar mistakes. Use the formatting guide in the *Style & Reference Manual*.
4. **No Names:** Do not put your name or initials on any work you submit. Use your Contestant ID instead of your reference initials.
5. **Label Your Work:** In the lower right-hand corner of all submitted work (unless specified otherwise), write your Contestant ID and job number.
6. **Finish Early:** If you finish before the time is up, let the proctor know. Finishing time may be used to break ties.
7. **Organize Your Submission:** Place your scoring sheet on top of your jobs. Arrange the jobs in numerical order.

### SCORING RUBRIC

	Points Possible	Points Earned
<b>Job 1. Employee Contribution Table</b>		
Correct fields showing (5 pts each)	30	
Correct data entered (-1 for every error, >10 errors = 0 points)	10	
Contribution Date field formatted correctly	10	
Amount field formatted correctly (as Currency)	10	
Last Name sorted A -Z	20	
Table named correctly so Contestant ID is displayed	10	
Print in Landscape, using best fit, on one page	10	
<b>Total for Job 1</b>	<b>100</b>	
<b>Job 2. Employee Community Service Table</b>		
Correct field shown (5 pts each)	20	
Correct data entered (-1 for every error, >10 errors = 0 points)	10	
ServDate field formatted correctly	15	
Table sorted correctly by Hours (Descending order)	25	
Employee ID hidden	10	
Table named correctly so Contestant ID is displayed	10	
Print in Portrait, using best fit, on one page	10	
<b>Total for Job 2</b>	<b>100</b>	
<b>Job 3. Query</b>		
Correct field names (5 pts each)	20	
Query shows the employees who volunteered 15 hours or more in the month shown	20	
Query is sorted in Descending order by Hours	20	
Query named correctly so Contestant ID is displayed	20	
Query is printed as instructed	20	
<b>Total for Job 3</b>	<b>100</b>	
<b>Job 4. Employee Contributions Report</b>		
Correct fields show (5 pts each)	20	
Tabular format	5	
Sorted descending by Amount	10	
Labels are bold and 14 point font	10	
Text box 'controls' are 12 point font	10	
Labels have correct spacing (5 points each)	15	
ContributionDate is formatted as a short date	10	
Hours are formatted as number (general format), right aligned.	10	
Report named correctly so Contestant ID is displayed	5	
Form is printed as instructed	5	
<b>Total for Job 4</b>	<b>100</b>	
<b>Total Points Earned</b>	<b>400</b>	

You’ve been hired by Julie Smith, Human Resources Manager, to create a database tracking Digital Solutions employee donations to raise funds for a nonprofit organization called Support Our Students (SOS). Follow instructions for each of the jobs listed below.

### JOB 1: EMPLOYEE CONTRIBUTION TABLE

1. Create a table with the data shown below. Name the table **Employee Contributions – XXXXX – Job 1** where **XXXXX is your Contestant ID**. Use appropriate field names, types, widths, and properties considering the data provided. Employee ID is the primary key.

EmployeeID	FirstName	LastName	Department	Contribution Date	Amount
LON56814	Joan	London	Financial Services	11/23/25	\$50
MCN8945	Mike	McNally	Financial Services	11/1/25	\$25
CRE2147	Jay	Crews	Information Technology	12/1/25	\$75
THO4577	Emily	Thompson	Marketing	12/5/25	\$60
CLA6625	Joann	Clark	Admin Support	12/15/25	\$20
WEL5511	Nancy	Wells	CEO	12/12/25	\$250
ROS5689	Harvey	Rosen	Financial Services	1/15/26	\$150
CAR7845	Tom	Carlson	Information Technology	1/10/26	\$200
SMI6285	Julie	Smith	Human Resources	1/10/25	\$200
REN7425	Edna	Renick	Admin Support	1/20/25	\$100

2. Sort the table by LastName in alphabetical order.
3. Print the table in Landscape orientation. Make sure all data can be seen and it fits on one page. Adjust columns widths and margins as necessary.

### JOB 2: EMPLOYEE COMMUNITY SERVICE TABLE

1. Create a table with the data shown below. Name the table **Employee Service – XXXXX – Job 2** where XXXXX is your Contestant ID. Use appropriate field names, types, widths, and properties considering the data provided. Employee ID is the primary key.

EmployeeID	ServOrg	ServDate	Hours
LON56814	Goodwill	12/15/25	14
MCN8945	St. Vinnie’s	11/25/25	10
CRE2147	Shelter House	1/5/2026	12
THO4577	Greenpeace	2/5/26	7
CLA6625	Jansen House	1/10/26	5
WEL5511	Make a Wish	1/7/26	15
ROS5689	Salvation Army	12/15/25	20
CAR7845	Salvation Army	12/15/25	25
SMI6285	Habit for Humanity	1/8/26	15
REN7425	Boys & Girls Club	12/20/25	10

2. Format the ServDate field to show a short date. Sort by Hours in Descending order.
3. Hide the Employee ID field.

4. Print the table in Portrait orientation. Make sure all data can be seen and it fits on one page. Adjust columns widths and margins as necessary. Make sure your Contestant ID displays in the title.

### **JOB 3: QUERY**

1. Create a Query that shows the following fields:
  - a. First Name, Last Name, Service Organization, and Hours.
  - b. Name the query **Employee Service Query – XXXXX – Job 3** where 'XXXXX' is your Contestant ID#.
2. The query should only show the employees who volunteered 15 hours or more in the month shown.
3. Sort the query in Descending order by Hours.
4. Print the query in Portrait orientation, making sure that all data can be seen and fits on one page. Adjust columns widths and margins as necessary. Be sure your Contestant ID displays in the title.

### **JOB 4: EMPLOYEE CONTRIBUTIONS REPORT**

1. Create a Tabular Report that shows the following information:
  - a. FirstName
  - b. LastName
  - c. ContributionDate
  - d. Amount
2. There are no grouping levels but sort the report in descending order by Amount.
3. The form should be saved as: **Employee Contributions Report – XXXXX – Job 4** where 'XXXXX' is your Contestant ID#.
4. Format the form as follows:
  - a. Column headings are bold and 14-point font
  - b. Text box 'controls' are 12-point font
  - c. Adjust column widths as appropriate to fit on one page, portrait orientation
  - d. Labels: FirstName should be First Name, LastName should be Last Name, ContributionDate should be Contribution Date
  - e. ContributionDate should be formatted as a medium date
  - f. Delete the date control in the page footer.
5. Print the report. Be sure it fits on one page and that your Contestant ID displays in the title.