

Key Skills IT Level 3

# AFFORDABLE ARTWORK

Classroom Activity



This activity uses the QCA data files to support the scenario  
'Art': Article.txt, Pictures.txt, Arts.jpg and News.jpg

---

Try to complete ALL the tasks  
ENTER YOUR CANDIDATE NUMBER, CENTRE NUMBER AND  
TODAY'S DATE ON EVERY PAGE AS A FOOTER  
Pages without a candidate number will not be marked

---

**Affordable Artwork** is a collection of paintings for viewing and for sale. They can be viewed in The Gallery or On-line. You will use database and word processing software to:

- Create a database of the paintings by importing data
- Interrogate the database and produce queries and reports
- Import text and jpg files into a word document, and format and edit the document using word processing software

**\*\* Copy the text files Article and Pictures and the jpg files Arts and News into your folder \*\***

### Task A

A database of properties is required to allow queries and to produce reports

- 1 A database of paintings is required
  - a. Open a database application and create a new database. The filename for this database must be the characters **D1-** followed by your initials, for example **D1-FJB**. If your database software requires you to save the file, you should save it after each of the following instructions using the next number in the sequence each time, for example **D2-FJB** then **D3-FJB** and so on.
  - b. Import the data file **Pictures** into a table and name the table **Current Collection**. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes ("")
  - c. Change the field title **Type** to **Type Of Finish**.
  - d. Set the Primary Key as **Exhibit No**.
  - e. Set the data type of the **Value** field as currency to zero decimal places.

(6 Marks)

- 2 Validation of the data is required.
- Introduce a validation rule for the **Value** field that accepts only values between £100 and £500 inclusive.
  - Use screen dump, print screen or documenter techniques to show the design of the table, including the changed field name, field data types, the primary key and the validation of the **Value** field.
  - Place your candidate number, centre number, today's date and the title **Printout-1** as a footer and print the table design.  
(4 Marks)
- 3 A report is required showing all artists, grouped by artist and sorted by Exhibit No under each artist.
- Using the **Current Collection** table, produce a report named **Artists** in portrait form.
  - Include all the fields **Exhibit No, Type of Finish, Title, Artist** and **Value** in the report.
  - Group the report by **Artist** with the records in ascending order of **Exhibit No**
  - Centre the heading **Artists** on the report.
  - Make sure all the information is fully displayed.
  - Place your candidate number, centre number, today's date and the title **Printout-2** as a footer and print the report.  
(8 Marks)
- 4 Two queries are required for the two commissioned artists, Patterson and Mongrelle.
- Using the **Current Collection** table, create a query named **Patterson Collection** to find Patterson's current exhibits. Show all fields in the query except the artist, and include all paintings except Watercolour and Drawing. Save the query.
  - Using the **Current Collection** table, create a query named **Mongrelle Collection** to find Mongrelle's current exhibits. Show all fields in the query except the artist, and include all paintings except Watercolour and Drawing. Save the query.  
(4 Marks)

## Task B

A text document is required giving information on The Gallery, The Collections and Commissioned Work.

- 5 Use Word processing software and import the data file **Article** into a new document. The filename for this document must be the characters **W1** - followed by your initials, for example **W1-FJB**.
  - a. Format the document to give a line length of 15 cm, ie margins of 3 cm left and right.
  - b. Format the document to a small sized serif font, eg Times New Roman size 12.
  - c. Edit the document to remove any unnecessary line breaks within paragraphs and ensure 2 spaces before the start of each new sentence.
  - d. Correct the spelling errors and proofread to ensure all errors and omissions are corrected.
  - e. Use WordArt to add the heading **AFFORDABLE ARTWORK** at the top of the document. Ensure that it is centre aligned.
  - f. Change the 3 sub headings to a large size sans serif font and centre.
  - g. Change text enclosed in (") or (') to bold and italics.
  - h. Number the pages at top right.
  - i. Take a new paragraph for the quote by Patterson and inset 2.5 cm from left and right margins.
  - j. Change the first paragraph under the heading Commissioned Work to ALL capitals.
  - k. Take a new paragraph at the words "We are constantly ..." in the first paragraph. Ensure spacing is consistent.
  - l. Join the now third paragraph which starts "Currently nearly ..." to the end of the paragraph just made which ends with the word "talent". Ensure spacing is consistent.
  - m. Display the first and second paragraphs in column format, with a column divider and justify the text of the columns.
  - n. Import the graphic files Arts.jpg and News.jpg and position above the columns and below the heading The Gallery, with **arts** positioned above the first column and **news** above the second column.
  - o. Insert the query Patterson Collection below Patterson's details which end with the quote. Add the heading PATTERSON COLLECTION above the table. Centre the heading and the table on the page and centre the details within the table.

- p. Insert the query Mongrelle Collection below Mongrelle's details which are at the end of the document. Add the heading **MONGRELLE COLLECTION** above the table. Centre the heading and the table on the page and centre the details within the table.
- q. Justify the text in all the paragraphs.
- r. Place your candidate number, centre number and today's date and the title **Printout-3** as a footer and print the document.

(27 Marks)

### Task C

**The following task must be completed.** If you have not completed this item within the time allowed, it must be completed at the end of the test.

- 6 A printout of file names and directory structure is required
  - a. Provide a copy of all file names created during this test. This should be of the form of a screen dump (print screen) of the file names showing a breakdown of the database files, with your centre number, candidate number, today's date and the title **Printout-4** as a footer.

(1 Mark)