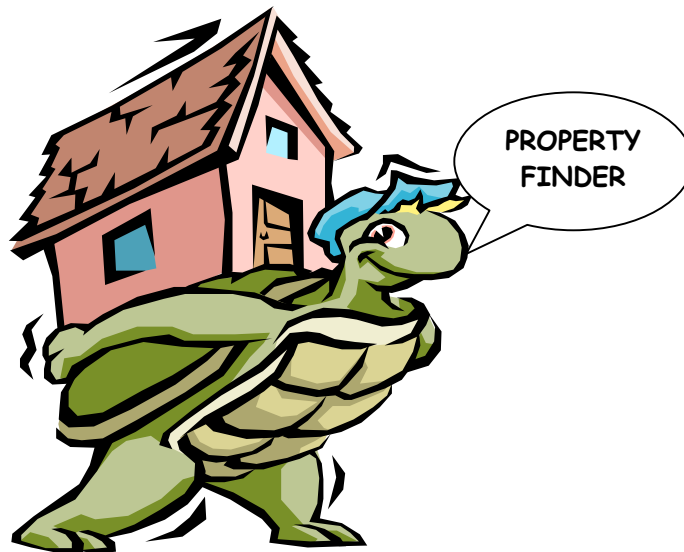


SEARCH RITE ESTATE AGENTS

Classroom Activity



This activity uses the QCA data files to support the scenario
'HomeSrch': Letter.txt, Prop1.txt and Prop2.txt

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

Search Rite Estate Agents is a recently formed property market company. You will use database and word processing software to:

- Create a database of properties by importing data
- Interrogate the database and produce two queries and one report
- Import a letter and insert a table of information
- Create an advertising poster for the property company

**** Copy the text files Letter, Prop1 and Prop2 into your folder ****

Task A

A database of properties is required to allow queries and to produce a report

- 1 A database of properties 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 **Prop 1** into a table and name the table **Properties**. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes ("")
 - c. Set the Primary Key as **Reference**.
 - d. Set the data type of the **Price** field as currency to zero decimal places and the data type of the **Bedrooms** field to integer
 - e. Use screen dump, print screen or documenter techniques to show the design of the table, including the field names and field data type changes.
 - f. Place your centre number, candidate number, today's date and the title **Printout-1** as a footer and print the table structure. Ensure all details are showing.

(6 Marks)

- 2 Validation of the data is required
- Introduce a validation rule for the **Bedrooms** field that accepts only 1, 2, 3 or 4 as valid entries and a short validation text message (maximum 10 words) to prompt the user if a wrong value is entered.
 - Use screen dump, print screen or documenter techniques to show the design of the table, including the field names, field data types and the validation rule and text of the **Bedrooms** field.
 - Place your centre number, candidate number, today's date and the title **Printout-2** as footer and print the table design.
- (5 Marks)
- 3 A second datafile has to be imported into the existing **Properties** Table.
- Import the data file **Prop 2** into the **Properties** Table.
 - Using the **Properties** table, produce a report in portrait form with the heading **Property Details**. Include only the **reference**, location and **description** fields in your report.
 - Make sure all the information is fully displayed
 - Place your centre number, candidate number, today's date and the title **Printout-3** in the footer and print the report
- (1 Mark)
- 4 A query is required showing all properties in Brantree.
- Using the **Properties** table, produce a query named **Properties In Brantree** in portrait form to find all the properties available in Brantree.
 - Include all the fields **Reference**, **Location**, **Description**, **Price**, **Bedrooms** and **Heating** in the query.
 - Sort in descending order of **Price**.
 - Make sure all the information is fully displayed
 - Save the query.
- (2 Marks)
- 5 A report is required to show properties available other than in the Brantree area. The property must be a detached house or a detached bungalow with gas heating.
- Using the **Properties** table, create a query named **All Other Properties** to find the properties other than those in Brantree which are detached house or detached bungalow and have gas heating. Include all fields except **Bedrooms** in the query.
 - Use the query to produce a report in portrait form with the heading **Properties Other Than In Brantree**.
 - Include all the fields from the query in the report. Make sure all information is fully displayed.

- d. Group by **Location** and sort the records in ascending order of **Description** and descending order of **Price**.
- e. Place your centre number, candidate number, today's date and the title **Printout-4** as a footer and print the report.

(8 Marks)

Task B

A letter is required for a client to show the properties for sale in the Brantree area.

- 6 Use Word processing software and import the data file **Letter** into a new document. The filename for this document must be the characters **W1** - followed by your initials, for example **W1-FJB**.
 - a. Set the margins to 2.54 cm (1 inch) left and right.
 - b. Set the font to a serif font in an appropriate size for a letter.
 - c. Change the name of the company from Home search Properties to Search Rite Properties.
 - d. Set the company name Search Rite Properties to a larger sans-serif font size.
 - e. Centre and embolden the company name, address and telephone number
 - f. Separate the name, address and telephone details from the rest of the text with a thick horizontal line, margin-to-margin.
 - g. Use today's date and right align. Ensure consistent spacing above and below the date.
 - h. Insert the Query **Properties In Brantree** in table format in the appropriate place and ensure even spacing above and below the table.
 - i. Enter the heading Properties In Brantree above the table in capital letters, use a larger font size and centre.
 - j. Centre the table on the page with the alignment of the text and number fields unaltered.
 - k. Ensure the text in the table is the same font and size as the other text in the letter.
 - l. Insert a page break before the final paragraph and ensure the second page of the letter only is numbered 2.
 - m. Ensure one clear line space before Yours sincerely
 - n. Add your name in the appropriate place.
 - o. Place your candidate number, centre number and today's date and the title **Printout-5** as footer on both pages of the letter and print the document.

(18 Marks)

Task C

A flyer is required to advertise Search Rite Property company.

7 Use appropriate software to create a flyer to advertise Search Rite Property company. The filename for this document must be W2- followed by your initials, for example, W2-FJB.

The flier is to include the following:

- a. The company name, address and telephone number at the top of the flyer.
- b. An appropriate graphic in a text box and centred on the page horizontally. Set the text box to 10 cm by 10 cm (4 inches by 4 inches)
- c. Include the following text below the graphic:
 - i. *We are a recently formed company in this area and are here to serve you.*
 - ii. *We welcome any queries or comments about our service.*
- d. Use an appropriate style of font, size, emphasis etc for the company name, address, telephone number and the added text, but the flyer must fit onto one side of an A4 page.
- e. Place your candidate number, centre number, today's date and the title **Printout-6** as a footer and print the flier.

(9 Marks)

Task D

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.

- 8 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, with your centre number, candidate number, today's date and the title **Printout-7** as a footer.

(1 Mark)