

Key Skills IT Level 3

Music-City

Classroom Activity



This activity uses the QCA data files to support the scenario
'CDs': Cds and Stock

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 name will not be marked

Music City is a well established music store with a wide range of CDs in stock. You will use database and spreadsheet to:

- Create a CD database by importing data
- Interrogate the database and produce reports
- Import a data file into a spreadsheet and perform calculations on the data

****Copy the text files CDs and Stock into your folder ****

Task A

- 1 In this task you have to create a database using database software. The information for the database is provided in the data file **CDs**
 - 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 **CDs** into a table and name the table **Music-CD**. 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 **CatNo**
 - d. Set the data type of the **RRP** field as currency to two decimal places
 - e. Set the length of the **Category** field to 20

(6 marks)

- 2 Validation of the data is required
- Introduce a validation rule for the **Category** field that accepts only **Blues, Jazz, Soul** as valid entries
 - Use screen dumps, print screen or documenter techniques to show the design of the table, including the validation of the **Category** field. Place your centre number, candidate number, today's date and the title **Printout-1** in the footer and print the table design.

(4 Marks)

- 3 A report is required showing details of all CDs.
- Using the **Music-CD** table, produce a report in portrait form with the heading **CD Details**.
 - Include only the fields **Category, Artist, Title, StockLevel** in the report, presented in this order.
 - Group the report by **Category** and also by **Artist**
 - Make sure all the information is fully displayed
 - Place your centre number, candidate number, today's date and the title **Printout-2** in the footer and print the report

(9 marks)

- 4 A report is required to show all Jazz or Blues CDs by various artists which costs less than £13.00. The total number of CDs in each of these two categories is also required as is the overall total
- Using the **Music-CDs** table, create a query named **Jazz or Blues** to find all Jazz or Blues CDs by various artists which costs less than £13.00. Include all fields in the query.
 - Use the query to produce a report in portrait form with the heading **List of Jazz or Blues Music**.
 - Include only the fields **Title, Category, StockLevel, RRP** in the report.
 - Group by category and ensure that the total number of CDs in stock is summarised for each category as well as displaying the total number of CDs in stock.
 - Make sure all 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

(9 marks)

Task B

A spreadsheet is to be used to keep a record of the total income from the sale of CDs

5 A spreadsheet of sales is required

	A	B	C	D	E	F	G	H	I
1				Discount					
2		Week 1							
3	Category	Stock Level	Sale Price	Stock Value	Sales				
4	Jazz	106	7.99		65				
5	Blues	87	5.99		33				
6	Classical	220	5.99		108				
7	Country ar	153	7.99		69				
8	Soul	88	7.99		70				
9	Total Stock Value								

- Open a spreadsheet application and import the data file **Stock** into the spreadsheet starting at cell **A1**. The data is comma delimited and text is enclosed in quotes ("")
- In **D4** enter a formula to find the stock value for Jazz
- Replicate this formula to other cells in the column to find the **Stock Value** for each category
- Format the cells in the **Sale Price** and **Stock Value** column to show currency with 2 decimal places
- In cell **D9** find the total **Stock Value** and ensure that this value is displayed as currency with 2 decimal places

(5 marks)

- 6 The store wishes to see which items have sold best for **Week 1** in order to help them to decide whether or not to re-order that particular item.
- In cell **F3** type the column heading **Percentage Sales**.
 - Wrap the text for all the column heading cells and adjust the column widths so that, except for the **"Category"** column and **"Sales"** column, all other column headings in row 3 display on two lines
 - Both vertically and horizontally centre align the column headings in row 3
 - Format the cells in the **Percentage Sales** column to be displayed as percentage with 0 decimal places
 - In cell **F4** calculate what percentage of the original stock level has in fact been sold
 - Replicate this formula to other cells in **column F**

- g. Embolden the column headings and adjust the column widths so that all information is fully displayed
- h. Place your centre number, candidate number, today's date and the title **Printout-4** in the footer and print this spreadsheet in portrait form.
- i. Save this spreadsheet using the characters **S1-** followed by your initials as the file name, for example **S1-FJB**

(7 marks)

- 7 The store will reorder a particular item if more than 60% of that item has been sold during week 1.
- a. In cell **G3** enter the column heading **Reorder**. Ensure it has the same formatting as the other column headings
 - b. Change the word **Discount** in **D1** to **Percentage Sales Rate**
 - c. Format the cell **G1** to display percentage with no decimal places and enter the value 60
 - d. Draw a border around the cells in the range **D1: G1** and fill with a light coloured shading
 - e. Enter a formula in cell **G4** which returns "Yes" if the percentage sales is more than 60%, otherwise it returns "No" (Note the **Percentage Sales Rate** may change)
 - f. Replicate this formula to the other cells in the column
 - g. Save this spreadsheet using the characters **S2-** followed by your initials as the file name, for example **S2-FJB**
 - h. Amend the footer so that your centre number, candidate number, today's date and the title **Printout-5** is in the footer and print this spreadsheet
 - i. A printed copy of the formulas used in the spreadsheet is also required. Amend the title in the footer to **Printout-6** and print the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all formulas are fully displayed.
 - j. Save this spreadsheet using the characters **S3-** followed by your initials as the file name, for example **S3-FJB**

(9 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.

- 8 A printout of file names is required
 - a. Provide a copy of all filenames created during this test. This should be of the form of one or more screen dumps (print screens) showing the filenames, with your centre number, candidate number, date and the title **Printout-7** as a footer
(1 marks)