

# DATABASE APPLICATIONS (29)

## REGIONAL 2012

CONTESTANT ID# \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_



Job 1	Donor Table	_____	(100 pts.)
Job 2	Changes to Table	_____	( 35 pts.)
Job 3	Insert New Information	_____	( 40 pts.)
Job 4	Filter and Sort	_____	( 20 pts.)
Job 5	Volunteer List Report	_____	( 90 pts.)
Job 6	Annual Donor Query	_____	( 40 pts.)
Job 7	Annual Donor Report Report	_____	( 50 pts.)
<b>TOTAL POINTS</b>		_____	<b>(375 pts.)</b>

**Failure to adhere to any of the following rules will result in disqualification:**

- 1. Contestant must hand in this test booklet and all printouts.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area.**
- 3. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 4. Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation  
No more than 90 minutes testing/production  
No more than ten (10) minutes wrap-up

Do **NOT** open test booklet until instructed to do so.

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### **GENERAL INSTRUCTIONS**

1. Check that you have all the necessary test pages.
2. Your name or initials should NOT appear on any work you submit. However, please replace all XX-XXXX-XXXX with your contestant number.
3. If you finish before the end of the testing time, notify the administrator of the contest. Time may be a factor in determining the winner in the event of a tie.
4. When turning in your completed work, place your scoring sheet on top of all of your jobs. Please arrange your work by job number. Turn in all partial jobs completed.

<i>Unless indicated otherwise, student receives all points or none.</i>	Points Possible	Points Earned
<b>Donor Table</b>		
<b>Correct data entry (3 points per record)</b>	<b>39</b>	
<b>Five fields (4 points per field)</b>	<b>20</b>	
<b>Correct table name</b>	<b>11</b>	
<b>All information shows on table</b>	<b>10</b>	
<b>Printed on one page landscape sorted by last name</b>	<b>20</b>	
<b>Changes to Donor Table</b>		
<b>All changes made correctly (5 points per change)</b>	<b>15</b>	
<b>Printed on one page in landscape, address field hidden</b>	<b>20</b>	
<b>Inserting three new fields in Donor Table</b>		
<b>Correct information entered properly (2 pts each)</b>	<b>24</b>	
<b>Inserted three new fields named properly</b>	<b>6</b>	
<b>Printed on one page landscape, sorted by last name</b>	<b>10</b>	
<b>Filter and Sort Records</b>		
<b>Records filtered for donations over \$500</b>	<b>10</b>	
<b>Printed on one page landscape, sorted by last name</b>	<b>10</b>	
<b>Volunteer List Report</b>		
<b>Report format—stepped layout, landscape orientation</b>	<b>10</b>	
<b>Proper fields used in report</b>	<b>20</b>	
<b>Records sorted properly—primary &amp; secondary sorts</b>	<b>30</b>	
<b>Report is named properly</b>	<b>10</b>	
<b>Annual field is centered</b>	<b>10</b>	
<b>All information is visible</b>	<b>10</b>	
<b>Annual Donor Query</b>		
<b>Proper fields shown in query</b>	<b>10</b>	
<b>Query named properly</b>	<b>10</b>	
<b>Query sorted correctly</b>	<b>10</b>	
<b>Printed on one page portrait orientation</b>	<b>10</b>	
<b>Annual Donor Report</b>		
<b>Report format—layout, portrait orientation</b>	<b>10</b>	
<b>All fields used in report and visible</b>	<b>30</b>	
<b>Report is named properly</b>	<b>10</b>	
<b>Total Points Earned (maximum 375)</b>		

Create a database named "Special Olympics Donors." Create a table with the following member information and name it **Donors-your ID#)**

Donors XX-XXXX-XXXX				
FIRST	LAST	ADDRESS	CITY	PHONE
Roger	Wallingford	53 Maplewood Road	Greensboro	574-896-9869
Linda	Millsbury	15564 Oceanside Blvd.	Ashland	874-598-9669
Mark	Johnson	33 Taylor Lane	Rawlings	714-874-8956
Jason	Leicester	236 Morse Place	Haverhill	617-895-8745
Craig	Soares	887 University Ave	Yardsboro	587-896-8874
Mary	Lyons	32 Greenview Rd	Gloucester	517-896-7854
Richard	Miller	34 Gladson Rd	Braintree	615-857-1254
Grayson	Lewis	485 Joston Rd	Dedham	613-895-9745
Henry	Mitchell	87 Yellen St	Milton	617-895-4445
Michelle	Sangelo	563 East Bronson Rd	Littleton	582-874-5584
Ken	Chu	2466 Grayson Blvd	Middleton	633-822-4574
Thomas	Rodrigues	445 Miller Ave	Waterbury	885-711-4571
Janice	Richardson	4667 Appleton Ave	Canton	584-888-3115

1. Change the column width for each field to accommodate the longest entry. Sort the table by last name. Print one copy of the table in landscape orientation on one page making sure all characters show.
2. Locate the record for Henry Mitchell. Change his phone number to 617-444-7778. Locate the record for Mark Johnson and change the spelling of his last name to Jonson. Delete Mary Lyons' record. Print one copy of the table in landscape orientation on one page with the address field hidden.

3. Insert three new fields in the database after the phone field in the order shown, and enter the data shown in bold/italics below. Sort the table by last name. Print one copy of the table in landscape orientation on one page with all information showing. (NOTE: The new data entered does NOT need to print in bold/italics on your printout.)

FIRST	LAST	<i>Donation</i>	<i>Volunteer Hours</i>	<i>Annual</i>
Roger	Wallingford	<b>\$100</b>	<b>25</b>	<b>x</b>
Linda	Millsbury	<b>\$450</b>	<b>50</b>	<b>x</b>
Mark	Jonson	<b>\$675</b>	<b>60</b>	
Jason	Leicester	<b>\$200</b>	<b>85</b>	<b>x</b>
Craig	Soares	<b>\$150</b>	<b>25</b>	
Richard	Miller	<b>\$450</b>	<b>25</b>	<b>x</b>
Grayson	Lewis	<b>\$125</b>	<b>60</b>	
Henry	Mitchell	<b>\$575</b>	<b>50</b>	<b>x</b>
Michelle	Sangelo	<b>\$800</b>	<b>50</b>	<b>x</b>
Ken	Chu	<b>\$425</b>	<b>85</b>	<b>x</b>
Thomas	Rodrigues	<b>\$600</b>	<b>25</b>	<b>x</b>
Janice	Richardson	<b>\$225</b>	<b>25</b>	

4. Filter the records for the people who donated more than \$500, and sort the records alphabetically by last name. Print one copy of the table in landscape orientation on one page with all information showing except CITY and ADDRESS.
5. Create a report using the following fields in this order: LAST, FIRST, Donation, Annual, Volunteer Hours. Use a stepped layout and landscape orientation. Group by Volunteer Hours in descending order. Sort by last name in alphabetical order. Center the Annual field. Title the report **Volunteer List XX-XXXX-XXXX**. Edit the report to make all the data visible, if necessary. Save the report; name it **VOLUNTEER LIST XX-XXXX-XXXX**. Print one copy of the report.
6. Create a query showing those members who are annual donors. Show all fields except Volunteer Hours. Sort by last name. Print one copy of the query in landscape orientation on page with all information showing.

7. Create a report showing all fields of those members who are Annual donors. Give the report an appropriate title, sort by last name, print in landscape. Edit the report to make the data visible, if necessary. Save the report as **ANNUAL DONOR XX-XXXX-XXXX**.