

DATABASE APPLICATIONS (240)

REGIONAL – 2014

Production Portion:

| | | |
|------------------------------|-------|----------------------------|
| Job 1: Customer Table | _____ | (109 points) |
| Job 2: Filtered Table | _____ | (40 points) |
| Job 3: Query | _____ | (50 points) |
| Job 4: Mailing Labels | _____ | (40 points) |
| Job 5: Customized Form | _____ | (40 points) |
| Job 6: Exported Group Report | _____ | (70 points) |
| <i>TOTAL POINTS</i> | _____ | <i>(349 points)</i> |

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

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

No more than ten (10) minutes orientation

No more than 90 minutes testing time

No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

**DATABASE APPLICATIONS
SCORING SHEET**

| <i>Unless indicated otherwise, student receives all points or none.</i> | Points Possible | Points Earned |
|--|------------------------|----------------------|
| Job 1 - Customer Table (109 points maximum) | | |
| Correct field names | 9 | |
| Proofreading/data entry (.5 points off for each error) | 80 | |
| Sorted by Last Name (ascending) | 10 | |
| Printed using best fit in landscape view (all data shows, 1 page) | 10 | |
| Job 2 - Filtered Table (40 points maximum) | | |
| Correct field names/types/filtered for customers not located in Denver | 20 | |
| Sorted by Last Name, descending order | 10 | |
| Printed using best fit in landscape view (all data shows, 1 page) | 10 | |
| Job 3 - Query (50 points maximum) | | |
| Fields are correct and all data shows | 20 | |
| Sorted by Balance, largest to smallest | 10 | |
| Only those Suppliers with YTD equal to or greater than \$725.55 | 10 | |
| Printed in portrait orientation, 1 page | 10 | |
| Job 4 - Mailing Labels (40 points maximum) | | |
| Sorted by Zip | 10 | |
| Printed on Boeder 10570 | 15 | |
| Light font weight used | 5 | |
| Print the mailing labels in appropriate format as described in instructions. | 10 | |
| Job 5 – Customizing a Form (40 points maximum) | | |
| Deleted the record for Sue Whipple | 5 | |
| Printed the Table | 5 | |
| Changed the title of the Form Header to Joel Thompson Inc. | 5 | |
| Inserted the date and time in the Form Header and make visible | 5 | |
| Printed the Form for Mike Weber, Ft. Collins Bolded and Underlined | 20 | |
| Job 6 – Create a Report and Export to Word (70 points maximum) | | |
| Correct files are included in the Report: CITY, LNAME, ADDRESS, YTD, BALANCE | 10 | |
| The report is Grouped by CITY | 20 | |
| The report is sorted by YTD | 10 | |
| Each group has a group subtotal sum for BALANCE | 10 | |
| Report is printed in a Word document | 10 | |
| Printed in landscape orientation, 1 page, no truncation | 10 | |
| Total Points Earned | 349 | |

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 by job number. Turn in all partial jobs completed.

Job 1 – Customer Table

1. Create a database called **Joel Thompson Inc.**.
 - Create the following database table called Customers XX-XXXX-XXXX and assign proper data type for each category
 - Create an input form to enter the data.

| FNAME | LNAME | ADDRESS | CITY | STATE | ZIP | YTD | BALANCE |
|--------|----------|-----------------------|-------------|-------|-------|-------------|-------------|
| Amanda | Palmer | 4555 Walnut Place | Boulder | CO | 80302 | \$1,450.01 | \$732.22 |
| Barney | Watson | 155 Thompson Street | Denver | CO | 80203 | \$725.55 | \$125.63 |
| Cassie | Franklin | 89 Division Street | Boulder | CO | 80301 | \$3,325.56 | \$155.36 |
| Mike | Weber | 10 Jeter Street | Ft. Collins | CO | 80522 | \$17,809.65 | \$12,053.21 |
| Molly | Obrien | 4556 Lincoln Avenue | Denver | CO | 80202 | \$145.65 | \$0.00 |
| Rollie | Bennett | 9 Birch Drive | Denver | CO | 80204 | \$1,435.25 | \$391.23 |
| Sally | Johnson | 156 Steeple Avenue | Ft. Collins | CO | 80521 | \$9,525.30 | \$4,563.33 |
| Stan | Smith | 1956 Jefferson Street | Denver | CO | 80202 | \$14,582.32 | \$905.65 |
| Wendy | Anderson | 190 Madison Street | Denver | CO | 80204 | \$325.36 | \$0.00 |
| Sue | Whipple | 655 Adams Road | Boulder | CO | 80301 | \$1,986.55 | \$0.00 |
| Paul | Seashore | 8950 North Kline | Denver | CO | 80203 | \$2,565.56 | \$145.35 |
| Doug | Foellmi | 1587 45th Street | Ft. Collins | CO | 80522 | \$987.45 | \$325.50 |
| Mark | Ellens | 897 Winston Avenue | Boulder | CO | 80301 | \$1,456.50 | \$275.50 |
| Adam | Nickolas | 1456 Benjamin Street | Denver | CO | 80204 | \$17,581.23 | \$895.55 |
| Nick | Allen | 658 Obrien | Ft. Collins | CO | 80521 | \$14,584.23 | \$1,565.55 |
| Eric | Monroe | 9852 Elm Drive | Ft. Collins | CO | 80521 | \$17,554.25 | \$9,584.22 |
| Tim | Knatt | 6584 Ralston | Denver | CO | 80250 | \$20,546.55 | \$0.00 |
| Liz | Weber | Johnson Highway | Boulder | CO | 80301 | \$14,565.50 | \$742.50 |
| Tonia | Scruggs | 568 Plum | Boulder | CO | 80301 | \$23,565.90 | \$455.55 |
| Sara | Phillips | PO Box 7 | Ft. Collins | CO | 80521 | \$1,584.56 | \$0.00 |

- Sort the entire table by last name in ascending order.
- Best fit the columns and print the table in landscape view, 1 page

Job 2 – Filtered Table

- Filter the table to display only those customers not located in Denver.
- Sort the filtered table by last name (descending order) and best fit the columns.
- Print in landscape view, 1 page
- Remove the filter.

Job 3 – Query

- Create a Query of the table you created in Job 1 for those customer whose YTD (Year to Date) is equal to or greater than \$725.55.
- Include the following fields in the query:
 - FNAME, LNAME, YTD and BALANCE
- Sort the query by BALANCE, Largest to Smallest.
- Save the query as “Volume #XX-XXXX-XXXX”
- Print the query in portrait orientation, 1 page

Job 4 – Mailing Labels

- Create mailing labels for the Customers table using Boeder 10570 labels.
 - The text should be formatted as Arial, 10 points, light font weight, black with no italic or underline attributes.
 - The prototype label should include the following fields in appropriate mailing label order as shown below:
 - FNAME LNAME
 - ADDRESS
 - CITY STATE ZIP
 - Sort the labels by the ZIP field
 - Name the report “Customer Mailing Labels #XX-XXXX-XXXX”
 - Print the labels

Job 5 – Customizing a Form

- Delete the record for Sue Whipple
- Print the Table
- Create a Form of the Customer Table and change the title of the Form Header to Joel Thompson, Inc. #XX-XXXX-XXXX
- Insert the Date and Time in the Form Header and make visible
- Apply formatting so the YTD field is Bolded and Underlined
- Print the Form for Mike Weber

Job 6- Create a Report and Export to Word

- Create a report named “Balance by City(XX-XXXX-XXXX). Group by the CITY column, include these fields: CITY, LNAME, ADDRESS, YTD, BALANCE
- Sort by YTD
- Add a total for each group subtotal BALANCE
- Export the Report to a Word Document
- Print the report in landscape, no truncation, 1 page