



DATABASE APPLICATIONS (240)

REGIONAL – 2014

Production:

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>

Judges/Graders: Please double check and verify all scores and answer keys!

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Workplace Skills Assessment Program competition.



Job 1: Customer Table

Note to Graders: The author did not specify any particular alignment for columns, but the salary should be in currency with 0 decimals.

All data must be visible.

Should be printed in **landscape** orientation.

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



Job 2: Filtered Table

All data must be visible.
Should be printed in **landscape** orientation.

FNAME	LNAME	ADDRESS	CITY	STATE	ZIP	YTD	BALANCE
Sue	Whipple	655 Adams Road	Boulder	CO	80301	\$1,986.55	\$0.00
Liz	Weber	Johnson Highway	Boulder	CO	80301	\$14,565.50	\$742.50
Mike	Weber	10 Jeter Street	Ft. Collins	CO	80522	\$17,809.65	\$12,053.21
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
Amanda	Palmer	4555 Walnut Place	Boulder	CO	80302	\$1,450.01	\$732.22
Eric	Monroe	9852 Elm Drive	Ft. Collins	CO	80521	\$17,554.25	\$9,584.22
Sally	Johnson	156 Steeple Avenue	Ft. Collins	CO	80521	\$9,525.30	\$4,563.33
Cassie	Franklin	89 Division Street	Boulder	CO	80301	\$3,325.56	\$155.36
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
Nick	Allen	658 Obrien	Ft. Collins	CO	80521	\$14,584.23	\$1,565.55



Job 3: Query

FNAME	LNAME	YTD	BALANCE
Mike	Weber	\$17,809.65	\$12,053.21
Eric	Monroe	\$17,554.25	\$9,584.22
Sally	Johnson	\$9,525.30	\$4,563.33
Nick	Allen	\$14,584.23	\$1,565.55
Stan	Smith	\$14,582.32	\$905.65
Adam	Nickolas	\$17,581.23	\$895.55
Liz	Weber	\$14,565.50	\$742.50
Amanda	Palmer	\$1,450.01	\$732.22
Tonia	Scruggs	\$23,565.90	\$455.55
Rollie	Bennett	\$1,435.25	\$391.23
Doug	Foellmi	\$987.45	\$325.50
Mark	Ellens	\$1,456.50	\$275.50
Cassie	Franklin	\$3,325.56	\$155.36
Paul	Seashore	\$2,565.56	\$145.35
Barney	Watson	\$725.55	\$125.63
Sue	Whipple	\$1,986.55	\$0.00
Tim	Knatt	\$20,546.55	\$0.00
Sara	Phillips	\$1,584.56	\$0.00

All data must be visible.
Should be printed in **portrait** orientation.



Job 4: Mailing Labels

Molly O'Brien
4556 Lincoln Avenue
Denver CO 80202

Stan Smith
1956 Jefferson Street
Denver CO 80202

Paul Seashore
8950 North Kline
Denver CO 80203

Barney Watson
155 Thompson Street
Denver CO 80203

Wendy Anderson
190 Madison Street
Denver CO 80204

Rollie Bennett
9 Birch Drive
Denver CO 80204

Adam Nickolas
1456 Benjamin Street
Denver CO 80204

Tim Knatt
6584 Ralston
Denver CO 80250

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ANSWER KEY

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Mark Ellens
897 Winston Avenue
Boulder CO 80301

Cassie Franklin
89 Division Street
Boulder CO 80301

Tonia Scruggs
568 Plum
Boulder CO 80301

Liz Weber
Johnson Highway
Boulder CO 80301

Sue Whipple
655 Adams Road
Boulder CO 80301

Amanda Palmer
4555 Walnut Place
Boulder CO 80302

Nick Allen
658 Obrien
Ft. Collins CO 80521

Sally Johnson
156 Steeple Avenue
Ft. Collins CO 80521

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ANSWER KEY

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Eric Monroe
9852 Elm Drive
Ft. Collins CO 80521

Sara Phillips
PO Box 7
Ft. Collins CO 80521

Doug Foellmi
1587 45th Street
Ft. Collins CO 80522

Mike Weber
10 Jeter Street
Ft. Collins CO 80522

Note to Graders: It is acceptable for contestants to put commas after the city in the labels; do not count as an error.



Job 5: Customizing a Form

FNAME	LNAME	ADDRESS	CITY	STATE	ZIP	YTD	BALANCE
Liz	Weber	Johnson Highway	Boulder	CO	80301	\$14,565.50	\$742.50
Mike	Weber	10 Jeter Street	Ft. Collins	CO	80522	\$17,809.65	\$12,053.21
Barney	Watson	155 Thompson Street	Denver	CO	80203	\$725.55	\$125.63
Stan	Smith	1956 Jefferson Street	Denver	CO	80202	\$14,582.32	\$905.65
Paul	Seashore	8950 North Kline	Denver	CO	80203	\$2,565.56	\$145.35
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
Amanda	Palmer	4555 Walnut Place	Boulder	CO	80302	\$1,450.01	\$732.22
Molly	Obrien	4556 Lincoln Avenue	Denver	CO	80202	\$145.65	\$0.00
Adam	Nickolas	1456 Benjamin Street	Denver	CO	80204	\$17,581.23	\$895.55
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
Sally	Johnson	156 Steeple Avenue	Ft. Collins	CO	80521	\$9,525.30	\$4,563.33
Cassie	Franklin	89 Division Street	Boulder	CO	80301	\$3,325.56	\$155.36
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
Rollie	Bennett	9 Birch Drive	Denver	CO	80204	\$1,435.25	\$391.23
Wendy	Anderson	190 Madison Street	Denver	CO	80204	\$325.36	\$0.00
Nick	Allen	658 Obrien	Ft. Collins	CO	80521	\$14,584.23	\$1,565.55



Job 5: Customizing a Form

The screenshot shows a PDF form titled "Joel Thompson, Inc." with a header bar containing the company name and a date stamp: "Tuesday, April 23, 2013 12:24:57 PM". The form contains the following fields:

FNAME	Mike
LNAME	Weber
ADDRESS	10 Jeter Street
CITY	Ft. Collins
STATE	CO
ZIP	80522
YTD	<u>\$17,809.65</u>
BALANCE	\$12,053.21

A blue arrow points from the right side of the form to the YTD field, which contains the value "\$17,809.65" underlined. The right-hand side of the screenshot shows the Adobe Reader interface with the "Tools" menu open, displaying options for "Export PDF Files" and "Create PDF Files".



Job 6: Create a Report and Export to Word

Balance by CityXX-XXXX-XXXX

Tuesday, April 23, 2013
12:45:58 PM

CITY	LNAME	ADDRESS	YTD	BALANCE
Boulder				
	Palmer	4555 Walnut Place	\$1,450.01	\$732.22
	Ellens	897 Winston Avenue	\$1,456.50	\$275.50
	Franklin	89 Division Street	\$3,325.56	\$155.36
	Weber	Johnson Highway	\$14,565.50	\$742.50
	Scruggs	568 Plum	\$23,565.90	\$455.55
				\$2,361.13
Denver				
	O'Brien	4556 Lincoln Avenue	\$145.65	\$0.00
	Anderson	190 Madison Street	\$325.36	\$0.00
	Watson	155 Thompson Street	\$725.55	\$125.63
	Bennett	9 Birch Drive	\$1,435.25	\$391.23
	Seashore	8950 North Kline	\$2,565.56	\$145.35
	Smith	1956 Jefferson Street	\$14,582.32	\$905.65
	Nickolas	1456 Benjamin Street	\$17,581.23	\$895.55
	Knatt	6584 Ralston	\$20,546.55	\$0.00
				\$2,463.41



Ft. Collins

Foellmi	1587 45th Street	\$987.45	\$325.50
Phillips	PO Box 7	\$1,584.56	\$0.00
Johnson	156 Steeple Avenue	\$9,525.30	\$4,563.33
Allen	658 O'Brien	\$14,584.23	\$1,565.55
Monroe	9852 Elm Drive	\$17,554.25	\$9,584.22
Weber	10 Jeter Street	\$17,809.65	\$12,053.21
			\$28,091.81
			\$32,916.35