

Candidates are required to answer all parts of each task. The questions in this paper are all based upon the theme ‘Working in a local video shop’.

You work as an assistant in the local video shop. You have been asked to set up a database to enable easy selection of the information stored.

The video shop database will hold details of all the videos, which are available for hire. An extract of this information is shown below.

Task 1

- 1 Create a new database using a suitable file name. *(2 marks)*
- 2 Create a table, giving it a title which includes your full name. *(2 marks)*
- 3 Create a structure for the table with the field titles shown below. Use appropriate data types for each field. *(4 marks)*
- 4 Enter the following details. *(6 marks)*

Certificate	Video Title	Running Time	Price
12	King Ralph	102	£1.00
15	The Piano	90	£2.00
18	The Shining	120	£1.50
15	Ghost	110	£2.00
15	Back Beat	124	£2.00
18	The Exorcist	105	£2.00
15	My Life	100	£1.00
12	Bird on a Wire	140	£1.00
PG	Free Willy	120	£2.00
PG	Hocus Pocus	95	£1.50
18	Carrie	126	£1.00
PG	Mrs Doubtfire	150	£1.50
15	Sniper	107	£1.00

- 5 Check for accuracy and print out a copy. *(1 mark)*
- 6 Add the details of three videos, which have come into the shop for rental. They are all certificate 15, with running times of 105 minutes at price £2.00.

The videos are Urban Legend, The Haunting, and Patch Adams. *(2 marks)*
- 7 Sort all the records by certificate in ascending order. *(2 marks)*
- 8 Check for accuracy, save your work and print out a copy. *(2 marks)*

Task 2

- 1 From the table select those videos which are certificate 12 and cost less than £2.00 to rent. *(4 marks)*
- 2 Arrange the columns so that the video titles appear in the first column and remove the 'Running Time' column. *(4 marks)*
- 3 Use your name in the title for this selection and add the text '**Certificate 12**'. *(2 marks)*
- 4 Check for accuracy, save your work and print out a copy of the selection. *(2 marks)*

Task 3

The video shop owner has decided to sell all the videos in the database. You have been asked to produce a leaflet with two printed sides of A4 to publicise the sale. The leaflet must include a list of the videos and a suitable image.

- 1 On the first page enter a brief statement drawing attention to the sale. Make sure that your font is of appropriate size for a leaflet and is in bold. *(3 marks)*
- 2 Select a suitable image, insert it on the first page and resize it as needed to fit with the text and the page layout. *(3 marks)*
- 3 The second page is for you to show the videos available for sale. Import the complete list of videos, omitting the price field, and place it in a suitable position on the page. *(4 marks)*
- 4 Add a footer with your name, the text '**leaflet**' and with page numbers. *(3 marks)*
- 5 Check your leaflet for accuracy, save it using a suitable filename and printout a copy. *(3 marks)*
- 6 Print out, from the place you saved your work, a copy of all file names you used during the assignment. This can be either in the form of a screen print out or a list of filenames which has been signed and dated by the supervisor. *(1 mark)*

END