

## Database Competency Test—Level 2

For this test, you will create an Access database.

**IMPORTANT: This test is to be completed by the teacher without assistance from others.** If there is reason to believe that you have behaved unethically in the taking of this test, you may be asked to re-take the test in the presence of Technology Department personnel. Using the application Help is encouraged.

- 1) Create a new Access database.  
Save your database into your comptest folder on your school server in a file named (**your network id**)dbtest.mdb. For example: **smithjdbtest.mdb** **Do not use parentheses or spaces in your filename!**
- 2) Use Design view to create a table named **Students Table**. Do not allow Access to create the primary key for you.  
The table should include the following fields:
  - Student ID (type: text) (set as primary key)
  - Last Name (type: text)
  - First Name (type: text)
  - Grade (type: number)
  - Birthday (type: date/time)
  - Phone # (type: text)
- 3) Create a form named **Students Form** for entering and editing your data. You may choose any form design you like. All fields should be included in the form. Use the wizard to create the form in “Justified” format.
- 4) The database should contain the following data exactly as it appears below!

Student ID	Last Name	First Name	Grade	Birthday	Phone #
012345	Jones	Bill	11	11/23/1985	317-555-9875
123456	Johnson	Greg	12	2/7/1985	317-555-9038
234567	Owen	Nancy	9	9/4/1987	317-555-9440
345678	Schwartz	Jacob	10	4/30/1987	317-555-8745
456789	Lyons	Terry	11	7/14/1985	317-555-9827
567890	Donald	Jefferson	12	12/9/1984	317-555-8837
678901	MacDonald	Ann	12	3/20/1984	317-555-9911
789012	Kirkland	James	11	10/15/1985	317-555-8899

- 5) Create a query named **Grade Query**:
  - a. The query should contain the fields Last Name, First Name, Grade, and Phone #;
  - b. **In Design View**, the query should be set to sort by Last Name, ascending, and the criteria should be set to display only students in 12<sup>th</sup> grade.
- 6) Create a report named **Students Grade Report**:
  - a. The report should be created using the wizard;
  - b. The report should include fields from the **Students Table** including Last Name, First Name, Grade, and Phone #.
  - c. The report should be grouped by Grade.
  - d. The report should be sorted in ascending order by Last Name and First Name;
  - e. The report should be in a stepped layout.
  - f. The report should use the “Corporate” style.

Instructions for submitting the completed test:

- 1) Send an e-mail to [grader@lisd.net](mailto:grader@lisd.net), with the following information:
  - a. The file you created for this test should be included as an attachment.
  - b. The subject line should be **Database Test**.
  - c. The e-mail body should include your **name**.
  - d. The e-mail body should include your **campus**.
  - e. The e-mail body should include the following statement:

"In submitting this test, I verify that I have not received help on this test from anyone else, including other teachers, staff members, students, or family members".
- 2) Please DO NOT send any other email messages to [grader@lisd.net](mailto:grader@lisd.net). If you have questions concerning a test, contact your campus instructional technologist.