Example 1 (2)
Computer Driving Licence, @- and A-level
Databases in spreadsheets DSPR99

Participant´s information: _____

Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions.

The test files are found in:

_____

Save all the test files to:

_____

Save all files as **filename_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.

The examination time is 45 minutes.

Task 1

A car dealer keeps information on their cars in a file called **Data** and in its worksheet **cars**.

Your task is to keep the database up-to-date. Your first task is to update the worksheet with the following information:

• Huyndai (EXJ-345) was repainted to green. The interior of the car was also renovated, so the price is increased by 800 €. Change the price to the database.

• A new car was purchased, insert the following information:

– CBT-315

– Opel Vectra

– 2008

– 12.700 km

– 9700 €

– Röd

• Peugeot 305 (IVY-548) was sold. Delete its data from the database.

Change the page setup so that the column headings will be printed to every page.

Save the changes.

Example 2 (2)
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Task 2

Inexpensive cars, under 6000 €, are particularly popular at the moment.

Copy the table to a new workbook and save the workbook as **affordable_lastname**.

Filter the cars which price is under 6000 €. Show the following fields: registration number, make, model and price.

The result has to be sorted in decreasing price order, i.e. the most expensive first.

Save the results and close the file.

Task 3

Create a new database called **carcare_lastname** and in it a new worksheet called **dealers**.

You want to save information on dealers near you in this database.

The new table should include at least following fields:

• company name
• type of business (inspection, repair shop, spare parts store, service station, towing service, etc)
• phone number
• address
• web address
• data entry date.

Use cell formatting and change the column widths so, that the information fits in.

Insert data on at least three companies, make up details.

Save and close the file.

Thank you for accomplishing the task. Please make sure to return all documents, attachments and printouts to the supervisor.