



The test is designed to be delivered on line and is best given at the end of the unit as it requires pupils to have an adequate understanding of the work covered in each of the tasks. It also includes language from the glossary.

Once loaded, pupils will be required to:

- Work through the questions in order. They may NOT return to previous questions. For this reason it is advisable to spend a little time explaining 'How to answer the test'.
- As the pupil moves on, the score for that question is added to a running total which is displayed on the last screen.
- At the end of the test the pupil is shown their score.
- It is suggested that at this stage pupils are told to inform the teacher who can then record the score for future use.
- The test can be taken more than once.
- The maximum number of marks for this test is 25.

<b>Q1</b>	An understanding of databases
<b>Answer</b>	<b>Storing and finding data</b>
<b>Q2</b>	An understanding of database structure
<b>Answer</b>	<b>Table</b>
<b>Q3</b>	An understanding of database searches and fields
<b>Answer</b>	<b>Colour</b>
<b>Q4</b>	An understanding of database structure
<b>Answer</b>	<b>Fields</b>
<b>Q5</b>	An understanding of database structure
<b>Answer</b>	<b>Form</b>
<b>Q6</b>	An understanding of database structure
<b>Answer</b>	<b>6</b>
<b>Q7</b>	An understanding of database creation and its tools
<b>Answer</b>	<b>Wizard</b>
<b>Q8</b>	An understanding of database users
<b>Answer</b>	<b>Hotel receptionist</b>

<b>Q9</b>	An understanding of data protection
<b>Answer</b>	<b>Data protection act</b>
<b>Q10</b>	An understanding of data protection
<b>Answer</b>	<b>8</b>
<b>Q11</b>	A knowledge of Microsoft Access
<b>Answer</b>	<b>Add a new record</b>
<b>Q12</b>	An understanding displaying results
<b>Answer</b>	<b>Ascending</b>
<b>Q13</b>	A knowledge of Microsoft Access
<b>Answer</b>	<b>Find</b>
<b>Q14</b>	A knowledge of Microsoft Access
<b>Answer</b>	<b>Design</b>
<b>Q15</b>	An understanding of database fields
<b>Answer</b>	<b>Text</b>
<b>Q16</b>	An understanding of database fields
<b>Answer</b>	<b>Currency</b>
<b>Q17</b>	An understanding of data capture
<b>Answer</b>	<b>Data capture</b>
<b>Q18</b>	An understanding of Microsoft Access and reports
<b>Answer</b>	<b>Report</b>
<b>Q19</b>	An understanding of Microsoft Access
<b>Answer</b>	<b>Objects</b>
<b>Q20</b>	An understanding of queries
<b>Answer</b>	<b>Criteria</b>
<b>Q21</b>	An understanding of data types
<b>Answer</b>	<b>Alphanumeric</b>
<b>Q22</b>	An understanding of data types
<b>Answer</b>	<b>Number</b>
<b>Q23</b>	An understanding of how work / data is checked
<b>Answer</b>	<b>Verification</b>
<b>Q24</b>	An understanding of key words
<b>Answer</b>	<b>Searching</b>
<b>Q25</b>	An understanding of data and its application
<b>Answer</b>	<b>Spreadsheet</b>