# Unit 18 Database Checklist

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| Criteria | Deliverable | Delivered As | Must contain | Done |
| Task 1P1 | Explain Database Features | Word Report | Entity, Attribute, Primary Key, Foreign Key, Relationships, Spreadsheet comparison and data redundancy | 🗹🗷 |
| Task 1M1 | Explain Referential Integrity | Word Report | Primary Key, foreign key, relationships, update anomalies, delete anomalies | 🗹🗷 |
| Task 1D1 | Discuss design errors | Word report | Must contain 8 design errors and not data entry errors | 🗹🗷 |
| Task 2aP2 | Database Design | Visual Paradigm ERD | 5 or more Entities, named attributes, 3rd Normal Form | 🗹🗷 |
|  | Data Dictionary | Visual Paradigm ERD | Field/attribute descriptions, data type, lengths, nulls, indexes, default values, primary keys, foreign keys, unique values,  | 🗹🗷 |
| Task 2bP3 | Database Implementation | Word: Screen shots of Access 2016 | Screen shot of ERD containing5 Tables, all relationships & referential integrity.Screen shots of table designsScreen shots of table contents, including Orders, OrderItems and tables mentioned below | 🗹🗷 |
| Task 2cM2 | Import spreadsheet data | Word: Screen shots of table contents | Customers/People, Addresses, Shops, Staff, Sandwiches  | 🗹🗷 |
| Task 3aP4 | Database Forms | Word Screenshots | Customers FormOrder Form with items sub-formShop FormSandwich formSwitchboard | 🗹🗷 |
| Task 3bM4 | Automated Functions | Screen shot of VNA code or macros | One example of VBA code for a field that cannot be left blank or one example macro | 🗹🗷 |
| Task 4P5 | Database Queries | Screen shot of query design | Customer detailsCustomer OrdersMost Popular sandwichLeast Popular sandwich | 🗹🗷 |
| Task 5 (a & b)P6 | Advanced Features (Customisation) | Screen shots of one page of report | Customised forms/reports, navigation buttons, logosOutstanding PaymentsCustomer OrdersInvoice for one customer | 🗹🗷 |
| Task 6M3 | Export Data | Mailmerge Letter in Word | Marketing letter advertising cakes and pastries | 🗹🗷 |
| Task 7P7 | Database Testing | Word Table | 20 Tests that must include text field, currency field, date field.Tests must include valid and invalid data examples | 🗹🗷 |
| Tasks 8D2 | Evaluate Database | Word Report | Must evaluate how well the completed database does or does not fulfil the user requirements. At least 5 Suggestions for improvements. | 🗹🗷 |