

Unit 18 Database Checklist

Criteria	Deliverable	Delivered As	Must contain	Done
Task 1 P1	Explain Database Features	Word Report	Entity, Attribute, Primary Key, Foreign Key, Relationships, Spreadsheet comparison and data redundancy	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 1 M1	Explain Referential Integrity	Word Report	Primary Key, foreign key, relationships, update anomalies, delete anomalies	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 1 D1	Discuss design errors	Word report	Must contain 8 design errors and not data entry errors	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 2a P2	Database Design	Visual Paradigm ERD	5 or more Entities, named attributes, 3 rd Normal Form	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Data Dictionary	Visual Paradigm ERD	Field/attribute descriptions, data type, lengths, nulls, indexes, default values, primary keys, foreign keys, unique values,	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 2b P3	Database Implementation	Word: Screen shots of Access 2016	Screen shot of ERD containing 5 Tables, all relationships & referential integrity. Screen shots of table designs Screen shots of table contents, including Orders, OrderItems and tables mentioned below	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 2c M2	Import spreadsheet data	Word: Screen shots of table contents	Customers/People, Addresses, Shops, Staff, Sandwiches	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 3a P4	Database Forms	Word Screenshots	Customers Form Order Form with items sub-form Shop Form Sandwich form Switchboard	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 3b M4	Automated Functions	Screen shot of VBA code or macros	One example of VBA code for a field that cannot be left blank or one example macro	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 4 P5	Database Queries	Screen shot of query design	Customer details Customer Orders Most Popular sandwich Least Popular sandwich	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 5 (a & b) P6	Advanced Features (Customisation)	Screen shots of one page of report	Customised forms/reports, navigation buttons, logos Outstanding Payments Customer Orders Invoice for one customer	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 6 M3	Export Data	Mailmerge Letter in Word	Marketing letter advertising cakes and pastries	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Task 7 P7	Database Testing	Word Table	20 Tests that must include text field, currency field, date field. Tests must include valid and invalid data examples	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Tasks 8 D2	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.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>