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| G:\Brooke Weston Logos\Bitmap Images\Logo Only\BW Logo 2007 Shape GIF.gif | **Brooke Weston Academy**  OCR Level 3 Nationals in ICT  **Unit 06 – Advanced Databases** |

##### Unit 06 – Structured Study Lesson for Week 8

**Lesson plan guidance: Week 8 (AO5)**

**Area of the Specification:**

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| **Assessment**  **Objective** | **Pass** | **Merit** | **Distinction** |
| **AO5**  Produce reports | Candidates produce reports to include at least one customised report and at least one report that are sorted on more than one field.  The reports **may** not match the designs. | Candidates produce reports to include at least one customised report, at least one report that is sorted on more than one field and at least one report that are grouped on one or more fields.  The reports **mostly** match the designs. | Candidates produce reports to include at least one customised report, at least one report that is sorted on more than one field, at least one report that is grouped on one or more fields and at least one report that shows grouped and overall summaries.  The reports **match** the designs. |

**Lesson related objectives:**

Students to be able to:

1. Use an advanced techniques within the database application for:
   1. Manipulating/filtering relevant information
   2. Presenting the information in a customised report

**The Task: (make use of the PowerPoint and any other Word or PDF documents provided)**

***Task 1 (P / M / D)*** – Create the reports based on the designs produced for your database

* Provide screenshot evidence for creating the reports
* Refer to the Database Activities (***AO1 - Task 2***) to design the reports for any outputs that are produced, both printable and on screen

***Task 2 (P5.2)*** – Illustrate evidence (screenshots) in the form of using a consistent and appropriate styling in the design and construction of a database for:

1. Naming of all database queries
2. Naming of all database reports
3. Name of fields used within the database tables
4. Designs of all database reports
5. Consistent use of a house style

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| This is a homework task and you are expected to spend at least an hour on it. |

**What you should do (additional guidance):**

In preparation for next week, you need to do the following:

1. Complete all tasks