1   **Table 1**, **table 2** and **table 3** are extracts of records kept in a health centre for patients, doctors and consultations respectively.

Patients numbers	Names	Year of Birth	Gender
0120	Jean	1970	Female
0121	Paul	1982	Male
0122	Alice	1976	Female
0123	Allan	1998	Male

Table 1

Doctors numbers	Names
520	Charles
521	Beatrice
522	James
523	Isaac

Table 2

Consultation Number	Consultation Date	Patient Number	Doctor Number	Ailment
101	07/09/2012	0120	520	flu
202	09/09/2012	0123	521	malaria
303	13/09/2012	0121	522	cough
405	14/09/2012	0120	520	flu
507	15/09/2012	0121	522	cough
608	16/09/2012	0122	521	malaria
704	16/09/2012	0123	523	measles
808	17/09/2012	0121	522	cough
901	30/09/2012	0122	521	malaria
1021	01/10/2012	0123	523	measles

Table 3

(a)   (i)   Using a database application package, create a database file named PATIENTSINFO.   (1 mark)

(ii)   Create three tables named PATIENTS, DOCTORS and CONSULTATIONS that will be used to store the data in **table 1**, **table 2** and **table 3** respectively.
(14 marks)

(iii)   Set the primary key for each table.   (3 marks)

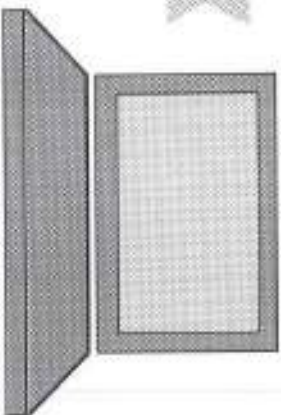(iv)   Create the relationships among the tables.   (2 marks)

(b)　(i)　Create a data entry form for each table.　(3 marks)

　　　(ii)　Enter the data in **table 1**, **table 2** and **table 3** into the Patients, Doctors and Consultations tables respectively.　(9 marks)

(c)　(i)　Create a query named PatientAge to display Patients' Names, Gender and Age on the year of visit.　(4 marks)

　　　(ii)　Create a query named Beatricedetails to display Patients' Names, Ailment and Consultation Dates for patients treated by Doctor Beatrice.　(3 marks)

(d)　(i)　Create a report to display the Patients' Names, Consultation Dates, Ailments and the Names of the Doctors consulted. The records in the report should be grouped by Patients' Names and the number of consultations by each patient should be displayed.　(5 marks)

　　　(ii)　Title the report as "Consultations Per Patient" and save it as Consultations.　(2 marks)

(e)　Print the following:

　　　(i)　Tables: Patients, doctors and consultations;　(1 mark)
　　　(ii)　Queries: PatientAge and Beatricedetails;　(1 mark)
　　　(iii)　Report: Consultations;　(1 mark)
　　　(iv)　Form: Consultations.　(1 mark)

2　The **Figure** on **page 5** shows the design of the cover page of a book. It comprises of the front, the back and space in between where book pages will be attached. Use a desktop publishing package to design the cover page as follows:

(a)　Create a new publication named book cover with the following page layout.

　　　(i)　paper size: A4,
　　　(ii)　orientation: landscape,
　　　(iii)　margins: 3 cm or 1.18 inches all round.

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(4 marks)

(b)　Enter the text and objects and format them as they appear in the **Figure**. The front and back sections of the book cover, each measures 18 cm (7.1 inches) by 12.5 cm (4.9 inches) and the space between them measures 1.7 cm (0.7 inches).　(45 marks)

(c)　Save and print the publication.　(1 mark)

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A Quick Revision Guide

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Peters Sylvester
Lynne Sliza

QUICK REVISION GUIDE

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