	KU	PS

1.　In the past the local sports centre stored all its members' details in a filing cabinet. The manager now decides to use a computer and asks all members to complete the membership details on the form below.

Sports Club Member Details

Surname.....................................First Names ....

Address ....

....

Postcode .... Date of Birth ....

School/College Name................................ Phone No...................

Section (Junior / Intermediate / Senior / Adult) ....

Sports Interests ....

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a)　The sports centre manager has never used a computer database before. Use the membership details form to explain to him the meaning of the following terms:

　　(i)　Field
　　(ii)　Record
　　(iii)　File

KU: **3**

b)　The whole membership list has now been put into a datafile, and it is ready for use.

　　Three of the members change to another local secondary school. What should the manager do with the records of these members?

KU: **1**

c)　The manager receives completed membership forms for 9 new members. Briefly describe what he should do with this information.

KU: **1**

d)　The sports centre manager wants a list of members who are in the Junior Section, and who may be interested in joining a trampolining club.

　　Describe how the manager could use the database to produce this list of members.

PS: **4**

	KU	PS

e)　Here is an example of part of a printed list produced by the manager.

　　The manager thinks this type of list wastes paper and is difficult to read quickly.

```
:
:
Surname:Williams
First names: Amanda Jane
Address :14 Glebe Rd
Postcode: J52 3DE

Surname: Wilson
First Names: Frances
Address: 5 Park Avenue
Postcode: J50 4GA
:
:
```

　　(i)　On your answer paper, draw out a more suitable record format showing the data for these two records.

PS: **2**

　　(ii)　What is this alternative layout called ?

KU: **1**

f)　Suggest 2 ways the sports centre manager can stop unauthorised persons from seeing the data in the membership file.

KU: **2**

g)　At the end of the working day, the manager copies the latest version of the membership file from his working disc onto his 'backup' disc. Both discs are then put in a filing cabinet in his office.

　　(i)　Give 2 reasons why this method of protecting the membership file from **accidental loss or corruption** is unsatisfactory.

PS: **2**

　　(ii)　Suggest one way the manager could improve on his method.

KU: **1**

h)　The sports centre manager wants to be able to access any member's record immediately.

　　(i)　What type of backing storage will be used to allow this type of access?

KU: **1**

　　(ii)　Give two reasons for your answer.

PS: **2**