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**ICT TECHNICIAN LEVEL 5**

**IT/OS/ICT/CR/4/5**

**Manage Database System  
November/ December 2025**

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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL  
(TVET CDACC)**

**WRITTEN ASSESSMENT**

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**TIME: 3 HOURS**

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**INSTRUCTIONS TO CANDIDATE**

1. This paper consists of **TWO** sections: **A** and **B**.
2. **Answer Aions in section A and ANY THREE (3) questions in section B.**
3. **Marks for each question are indicated in the brackets.**
4. Candidates are provided with a separate answer booklet
5. Do not write on the question paper.

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**This paper consists of FIVE (5) printed pages**

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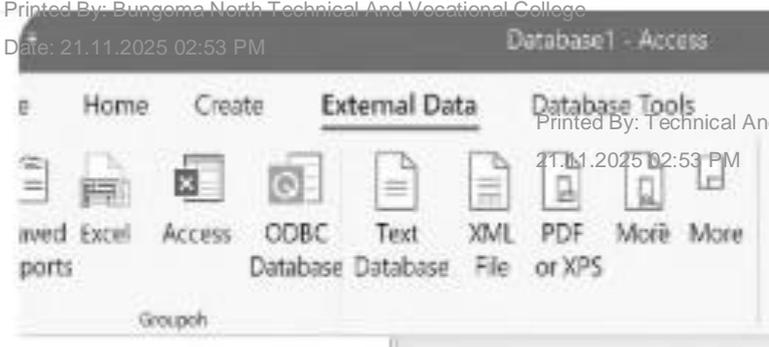
**Check the question paper to ascertain that all pages are printed as**

**indicated and that no questions are missing.**

**SECTION A (40 MARKS)**

*Answer ALL the questions in this section.*

1. Your school library wants to use MS Access to keep track of books. List FOUR steps you would follow during designing of this library database in MS Access. (4 marks)
2. You are managing a sales database in Microsoft Access. Study the diagram of the MS Access window provided.



a) Which section of the window would you use to import customer data from an Excel

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(2 marks)

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b) Name the section you would use to open an existing table.

(2 marks)

3. You have just finished creating a database for tracking trainee fees in Microsoft Access. Before using it, you need to confirm it works properly. Give TWO ways in which you would test the database to ensure it is working correctly.

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(4 marks)

4. You have created a report of customers' orders in Microsoft Access. The manager has asked you to print it. State the steps you would follow in MS Access to print a report and select a printer.

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(4 marks)

5. Study the diagram of the MS Access window provided.

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 a) Identify the following parts of the window and list at least TWO features found under each:

i. Ribbon

ii. Title Bar (4 marks)

b) During a database design class, your trainer asks you to explain some database models. Briefly describe the following:

i. Referential

iii. Entity Integrity

iv. Star Schema.

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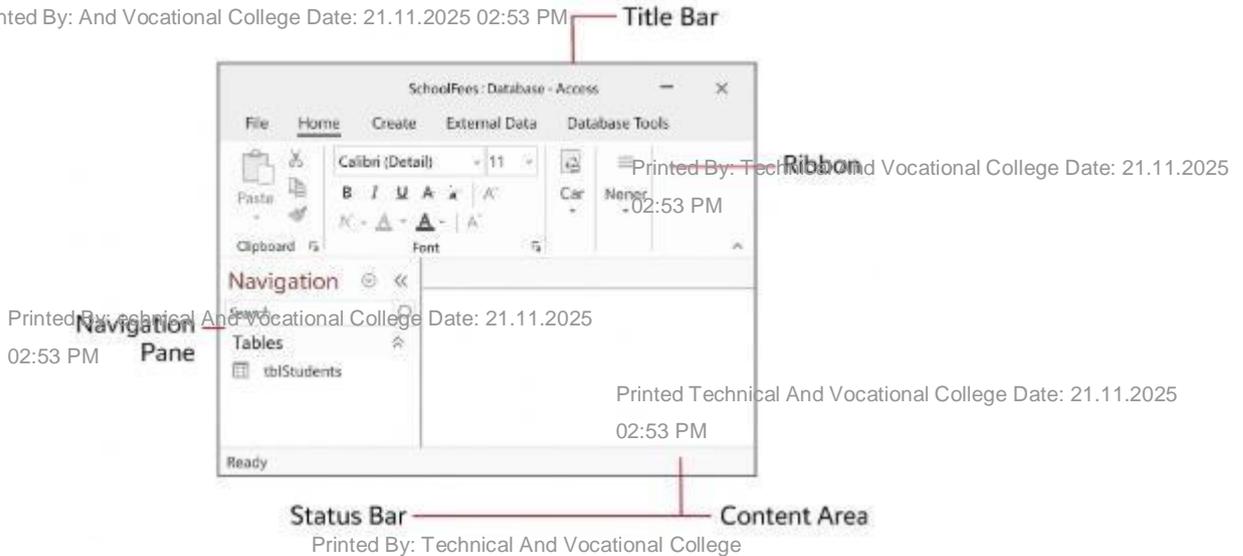
(4 marks)

6. A small institution has hired you to create a database to manage its trainee records using MS Access. Outline THREE measures to ensure the database is secure from unauthorized access.

(3 marks)

7. You are designing a trainee fees database in Microsoft Access. Study the diagram of the MS Access window provided.

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a) From the labels provided in the diagram, identify the section you would use to create a new query. (2 marks)

b) From the diagram, identify the section you would use to open an existing table and explain its purpose. (2 marks)

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8. You are working in a company and the database experiences a system failure. State TWO techniques you would use to recover data after a system failure. (2 marks)

9. MS Access has features that provide ways for interacting with the database. Name the features you would use

a) To enter customer transactions into the database (2 marks)

b) To print financial summary reports. (2 marks)

10. You are working in Microsoft Access to manage a hospital database. List THREE basic steps you would follow to create, enter data, and save a new table. (3 marks)

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**SECTION B: 60 MARKS**

**Attempt any THREE questions in this section**

11. A level 5 trainee has been asked to extract information from a company's employee database using MS Access.

a) Outline TWO types of database queries that can be used to extract data. (4 marks)

b) Explain THREE steps to prepare the query before running it. (6 marks)

c) Describe steps to run a query and verify the results. (10 marks)

12. a) Describe the steps for creating a lookup field in a table to select an item from a list. (7 marks)

b) Explain how to:

i. Create a Form (3 marks)

ii. Modify an existing Query (3 marks)

Design a printable Report (3 marks)

c) Study the diagram of the Microsoft Access Macro Design Window provided below and then answers the question that follows.

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**Microsoft Access Macro Design Window (Sample)**

Macro Name	Action	Arguments
Printed By: Bungoma North Technical And Vocational College Date: 21.11.2025 02:53 PM <b>OpenForm</b>	<b>Open Form</b>	<b>Form Name: Customers</b>
<b>MsgBox</b>	<b>Message Box</b>	<b>Message: 'Record Saved'</b>

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- i. State the purpose of a macro in Microsoft Access. (2 marks)
- ii. From the diagram, give TWO examples of actions that can be automated using macros. (2 marks)

13. A trainer is designing a school database in Microsoft Access. The database has two tables:

- Trainees (contains trainee details)
- Marks (contains exam marks)
- The trainer wants to link each trainee’s details to their marks using Trainee ID as the

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- (a) Describe FIVE practical steps the trainer would follow in MS Access to link the two tables and display the trainee names with their marks. (10 marks)
- (b) Explain THREE practical steps in MS Access to create a filter for trainees scoring above 70. (6 marks)
- (c) Outline TWO practical steps to prepare and print a report showing all trainees with their marks. (4 marks)

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14. You have been asked to create a database for a clinic to manage patient records.

- a) List THREE tables you would include and state two fields for each. (6 marks)
- b) Describe the tables and why. (6 marks)
- c) Explain how you would create a report to display all patients who visited in the last 7 days. (8 marks)

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