

# Higher Administration & IT

## Dunedin

Databases (2007)

DUNEDIN  
EDUCATION AND LEISURE SERVICES

### INFORMATION FOR CANDIDATES

You are an Administrative Assistant with Dunedin District Council, working within the Education and Leisure Department.

You report directly to Ken Gibson, General Manager of Dunedin's 4 leisure centres. Ken wants you to finalise some information required for the monthly Council meeting.

These tasks are detailed in the following memo and should be completed today. The e-files required for the tasks can be found in the folder Dunedin.

Familiarise yourself with these files before starting the tasks.

The job reference is:

Dunedin/Council Meeting/May 2007

### THE TASK:

<b>MEMORANDUM</b>	
<b>TO</b>	Administrative Assistant
<b>FROM</b>	Ken Gibson, General Manager – Leisure Centres
<b>DATE</b>	30/05/07
<b>SUBJECT</b>	Dunedin – June Council Meeting

- 1 a Dunedin is increasing the number of classes offered by the 4 leisure centres. We want to create a simple form to allow class details to be entered and viewed. Create a form showing the following fields in this order:

Class Code, Class Name, Staff ID, Class Max and Class Fee.

- Change the font size of the field labels and entries to 12 point
- Insert the Council logo as a header
- Insert the job reference as a footer at the right hand side

Print ONLY the record for ABPG, Body Pump, in form view.

- b There is a temporary vacancy at the Millrigg Centre for a full-time coach. It has been decided to telephone part-time Council employees at home to see if any of them are interested. Identify only those staff who teach Aerobics (class codes start with "A") or Health and Fitness (class codes start with "H"), who also have full disclosure and do not require first-aid training before December this year. Print the staff names only.

Using this information, create and print a database report:

- Show class names in alphabetical order
- Show staff names in alphabetical order, under the one field heading
- Insert a suitable report heading
- Insert the organisation's logo on the report
- Insert the job reference in the footer

- c Please calculate the maximum income the Council could receive from each class in Kirklee Leisure Centre. Print this information.