

Design and creation of Database & Spreadsheet

3.1 Data Capture Form for Invoice

| | | Data Captured | Field Names |
|-------------------|---|---|----------------------|
| CREATED IN ACCESS | { | Customer ID (the unique reference number given to any customer that has travelled with First Travel) | <<Customer_ ID>> |
| | | Title (the title of the customer e.g. Mr, Mrs etc. I have done this in a drop down menu so that no other text can be given) | <<Title>> |
| | | Customer First Name (the first name of the customer) | <<First_ Name>> |
| | | Customer Last Name (the last name of the customer) | <<Last_ Name>> |
| | | Billing Address (the house number and street of the customer) | <<Address>> |
| | | City (the city/town in which the customer lives) | <<City>> |
| | | Post Code (the post code of the customer-I have inserted an input mask which ,means only six characters can be entered in with 3 digits and three letters) | <<Postal_ Code>> |
| | | Email Address (the email address of the customer) | <<Email _Address>> |
| | | Holiday Reference (the holiday reference number is given to those customers that are travelling) | <<Holiday _ Ref>> |
| CREATED IN EXCEL | { | Destination (the arrival airport of the customer, it will be given as a three letter code) | <<Arrival_ Airport>> |
| | | Hotel (the hotel the customer is staying at) | <<Hotel>> |
| | | Payment Made (this field will be added in Excel) | N/A |
| | | Total Amount (this field will be added in Excel) | N/A |
| | | Outstanding Payment (this field will be added in Excel) | N/A |

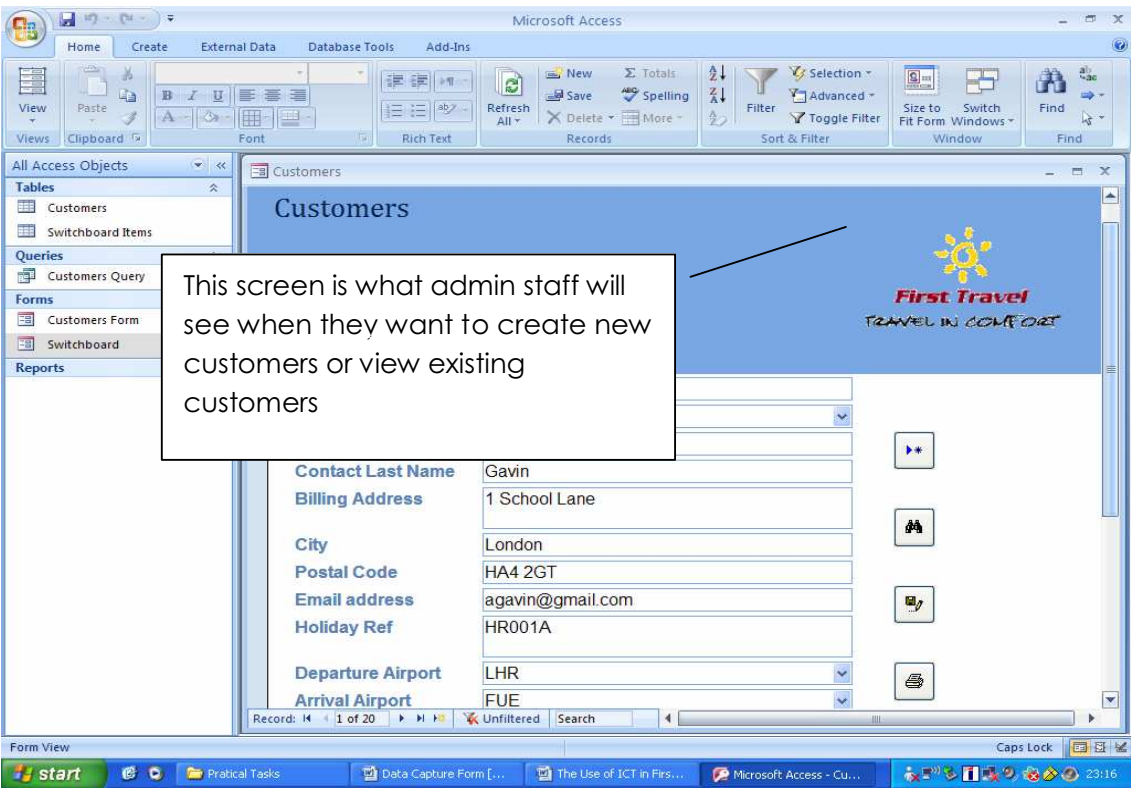
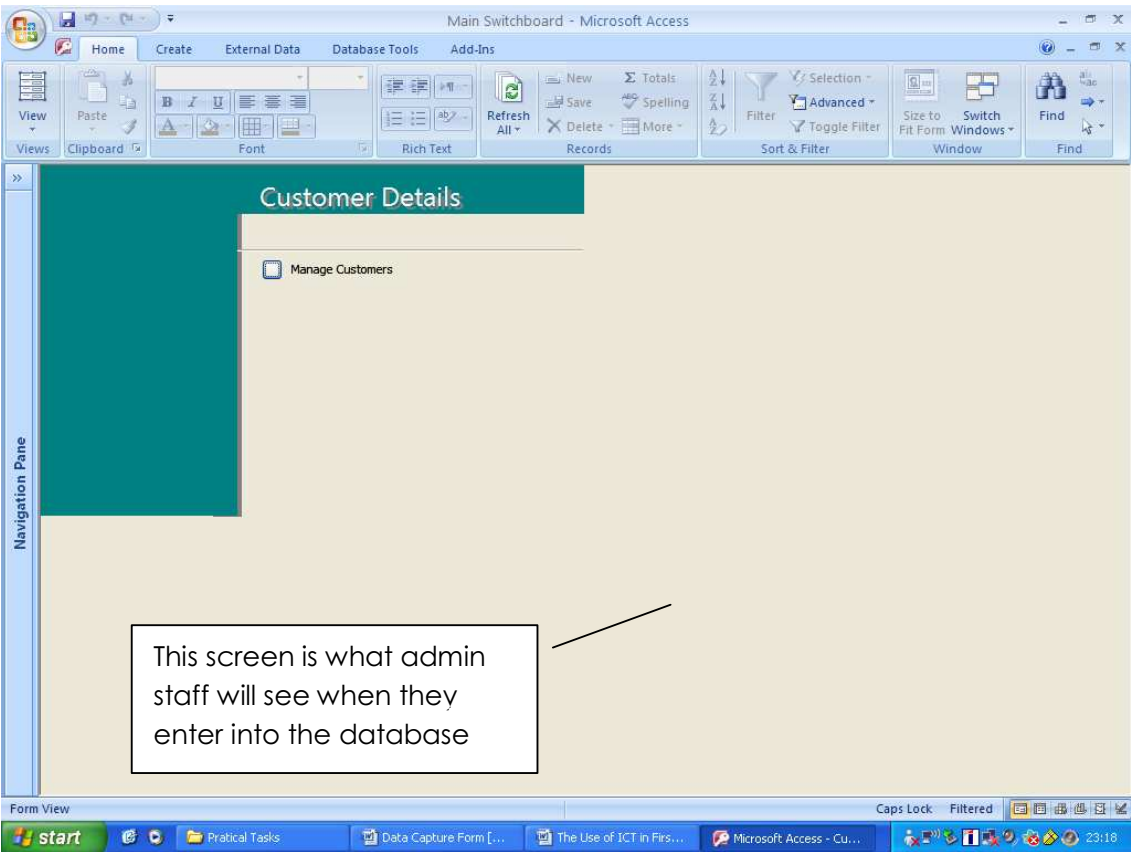
3.2 Data Capture Form for E-Ticket

| Data Captured | Field Names |
|---|-------------------------|
| Customer ID (the unique reference number given to any customer that has travelled with First Travel) | <<Customer_ ID>> |
| Title (the title of the customer e.g. Mr, Mrs etc. I have done this in a drop down menu so that no other text can be given) | <<Title>> |
| Customer First Name (the first name of the customer) | <<First_ Name>> |
| Customer Last Name (the last name of the customer) | <<Last_ Name>> |
| Billing Address (the house number and street of the customer) | <<Address>> |
| City (the city/town in which the customer lives) | <<City>> |
| Post Code (the post code of the customer-I have inserted an input mask which ,means only six characters can be entered in with 3 digits and three letters) | <<Postal_ Code>> |
| Email Address (the email address of the customer) | <<Email _Address>> |
| Holiday Reference (the holiday reference number is given to those customers that are travelling) | <<Holiday _ Ref>> |
| Departure Airport (the departure airport of the customer, it will be given as a three letter code) | <<Departure _ Airport>> |
| Arrival Airport (the arrival airport of the customer, it will be given as a three letter code) | <<Arrival_ Airport>> |
| Flight Time (Outbound) | << FTO>> |
| Flight Time (Inbound) | <<FTI>> |
| Hotel (the hotel the customer is staying at) | <<Hotel>> |

3.3 Unique Excel Additions

| Unique Excel Additions | Descriptions | Formula |
|--------------------------------|---|---|
| MIN | The MIN function finds the minimum value in any range. In my case it finds the holiday with lowest price. | =MIN(RANGE) |
| MAX | The MAX function finds the maximum value in any range. In my case it finds the holiday with highest price. | =MAX(RANGE) |
| AVERAGE | The AVERAGE function finds the average value in any range. In my case it finds the average price of a holiday. | =AVERAGE(RANGE) |
| ABSOLUTE CELL REFRENCING (ABR) | ABR uses a fixed cell to link to, so the formula can be replicated over a range. In my case I used it to find the insurance and VAT prices. | =(CELL)*\$(letter of cell)\$ (number of cell) |

3.4 Using Access and Excel



Customers - Microsoft Access

Table Tools

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Views Clipboard Font Rich Text Records Sort & Filter Window Find

All Access Objects

Tables

Customers

Switchboard Items

Queries

Customers Query

Forms

Customers Form

Switchboard

Reports

| Title | Contact First Na | Contact Last Name | Billing Address | City | Postal Code | Email add |
|--------------|------------------|-------------------|------------------------|---------|-------------|----------------|
| Mr Allen | Gavin | | 1 School Lane | London | HA4 2GT | agavin@gmail. |
| Mr Brian | Morris | | 1 Kew Road | London | HA5 6IP | brianm@hotmail |
| Ms Bridget | Francis | | 56 Uxbridge Road | Barnet | EN5 9OL | bridget123@y |
| Mrs Coraline | Gabriel | | 91 Wood Street | London | HA3 2BH | cg321@msn.co |
| Mr Christine | Popel | | 14 Love Lane | London | HA1 1WD | cfopel@tiscali |
| Dr David | Emmanuel | | 13 Kopew Road | Barnet | EN3 7OP | davee@chess. |
| Mr David | Moses | | 1 Appletree Lane | London | HA1 9IP | davemoses12@ |
| Ms Elizabeth | Emmanuel | | 3 Saints Street | London | HA3 1DF | eebest@tesco |
| Dr George | Watson | | 2 Avenue Close | Watford | WD4 1PL | gwatson@nhs. |
| Mr Ho | Ip | | 14 Bond Steet | London | HA8 9MO | hoip@shell.co |
| Mr John | Evelyn | | 2 Opel Street | London | HA1 1BC | jevelyn@gmai |
| Mr John | Mortimer | | 1 Finch Avenue | London | HA1 3OL | johnmortimer |
| Mr John | Smith | | 16 Pole Road | London | HA4 2FT | j_smith@hotm |
| Mr Matthew | Sears | | 21 Paxman Road | London | HA9 3GY | mattyssears@h |
| Dr Max | Florence | | 19 Fairground Approach | Watford | WD4 7KL | max_f123@hoi |
| Mr Micheal | Franklin | | 13 High Road | London | HA8 7LO | mikef@tesco.r |
| Mr Nita | Shah | | 1 Yowel Close | Barnet | EN1 9OP | nitashah@osbr |
| Mr Pat | Gavin | | 15 Jordan Lane | Barnet | EN5 7OI | patgavin@oxfe |
| Mr Trevor | Farr | | 15 Jordan Lane | London | HA7 8LO | trevor_f@harr |
| Mr V | Polser | | 15 Jordan Lane | Watford | WD3 8PL | v_polser@msn |

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Datasheet View

start Practical Tasks Data Capture Form [...] The Use of ICT in Firs... Microsoft Access - Cu...

This is the backend of the database where all the data will be transferred to once the admin staff

Customers Query - Microsoft Access

Table Tools

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View Paste Font Rich Text Records Sort & Filter Window Find

Views Clipboard Font Rich Text Records Sort & Filter Window Find

All Access Objects

Tables

Customers

Switchboard Items

Queries

Customers Query

Forms

Customers Form

Switchboard

| Title | Contact First Na | Contact Last Name | Billing Address | City | Postal Code | Email add |
|--------------|------------------|-------------------|------------------------|---------|-------------|-----------|
| Mr Allen | Gavin | | 1 School Lane | London | HA4 2GT | agavi |
| Ms Bridget | Francis | | 56 Uxbridge Road | Barnet | EN5 9OL | brid |
| Mr Christine | Popel | | 14 Love Lane | London | HA1 1WD | cfope |
| Mr David | Moses | | 1 Appletree Lane | London | HA1 9IP | daver |
| Dr George | Watson | | 2 Avenue Close | Watford | WD4 1PL | gwats |
| Mr John | Evelyn | | 2 Opel Street | London | HA1 1BC | jevel |
| Mr John | Smith | | 16 Pole Road | London | HA4 2FT | j_smi |
| Mr Max | Florence | | 19 Fairground Approach | Watford | WD4 7KL | max_ |
| Mrs Nita | Shah | | 1 Yowel Close | Barnet | EN1 9OP | nitash |
| Mr Pat | Gavin | | 15 Jordan Lane | London | HA7 8LO | trevor |

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Datasheet View

start Practical Tasks Data Capture Form [...] The Use of ICT in Firs... Microsoft Access - Cu...

This is the query I created with all the travelling customers

Customers Travelling [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

MS Sans Serif 10 A A

Clipboard Font Alignment Number Styles Cells Editing

General Conditional Formatting Format as Table Cell Styles Insert Delete Sort & Find & Filter Select

18 j_smith@hotmail.com

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|-------------|-------------|--------|------------|-----------|-----------------|------------------------|------------|---------------|-----------------------------|-----------------|-----|
| | Customer ID | Holiday Ref | Title | First Name | Last Name | Billing Address | City | PostalCode | Email address | Departure Airport | Arrival Airport | De |
| 1 | | | | | | | | | | | | |
| 2 | | 1 | HR001A | Mr | Allen | Gavin | 1 School Lane | London | HA4 2GT | agevin@gmail.com | LHR | FUE |
| 3 | | 3 | HR003D | Ms | Bridget | Francis | 56 Uxbridge Road | Barnet | EN5 9OL | bridget123@yahoo.com | LTN | LPA |
| 4 | | 5 | HR005A | Mr | Christine | Fopel | 14 Love Lane | London | HA1 1WD | cfopel@tiscali.com | LGW | FPO |
| 5 | | 7 | HR007F | Mr | David | Moses | 1 Appletree Lane | London | HA1 9IP | davemoses12@msn.com | LGW | TFS |
| 6 | | 9 | HR009A | Dr | George | Watson | 2 Avenue Close | Watford | WD4 1PL | gwatson@nhs.com | LHR | LPA |
| 7 | | 11 | HR011B | Mr | John | Evelyn | 2 Opel Street | London | HA1 1BC | evelyn@gmail.com | LHR | BKK |
| 8 | | 13 | HR013A | Mr | John | Smith | 16 Pole Road | London | HA4 2FT | j_smith@hotmail.com | STN | HKT |
| 9 | | 15 | HR015A | Dr | Max | Florence | 19 Fairground Approach | Watford | WD4 7KL | max_ft23@hotmail.com | LGW | ACE |
| 10 | | 17 | HR017B | Mrs | Nita | Shah | 1 Yowel Close | Barnet | EN1 9OP | nitashah@osbourne.com | LGW | BKK |
| 11 | | 19 | HR019A | Mr | Trevor | Francis | 15 Jordan Lane | London | HA7 8LO | trevor_ft@harrowcouncil.com | LHR | ANU |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
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| 27 | | | | | | | | | | | | |

Customers

Ready

100%

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This is the Excel spreadsheet with all of the details of customers travelling