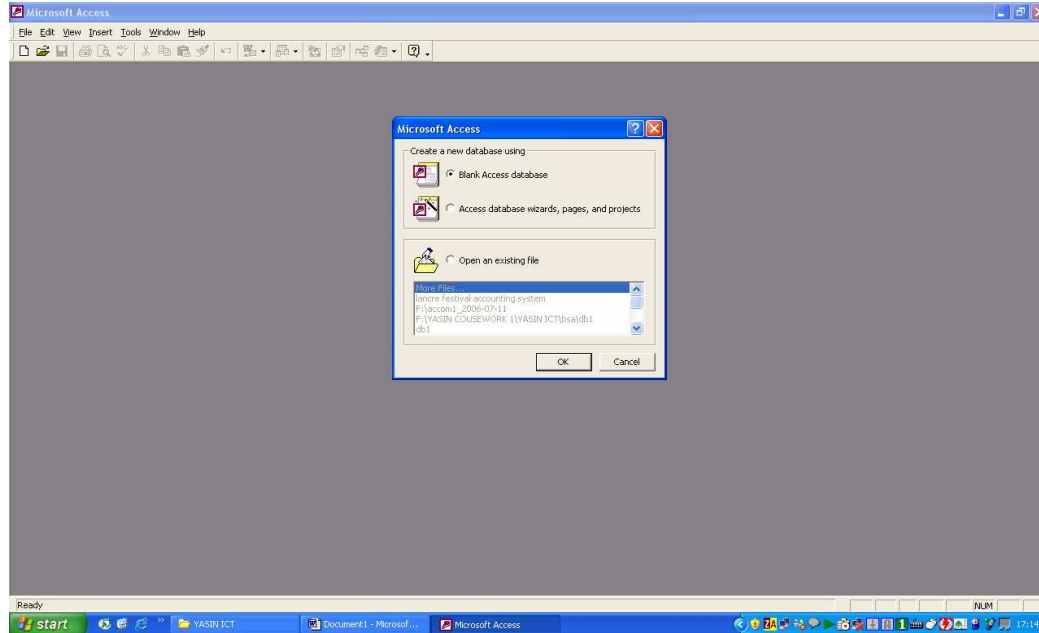# Implementation Report

I am going to show you how I set my accommodation data in to fields and show you how I achieved to make my query.
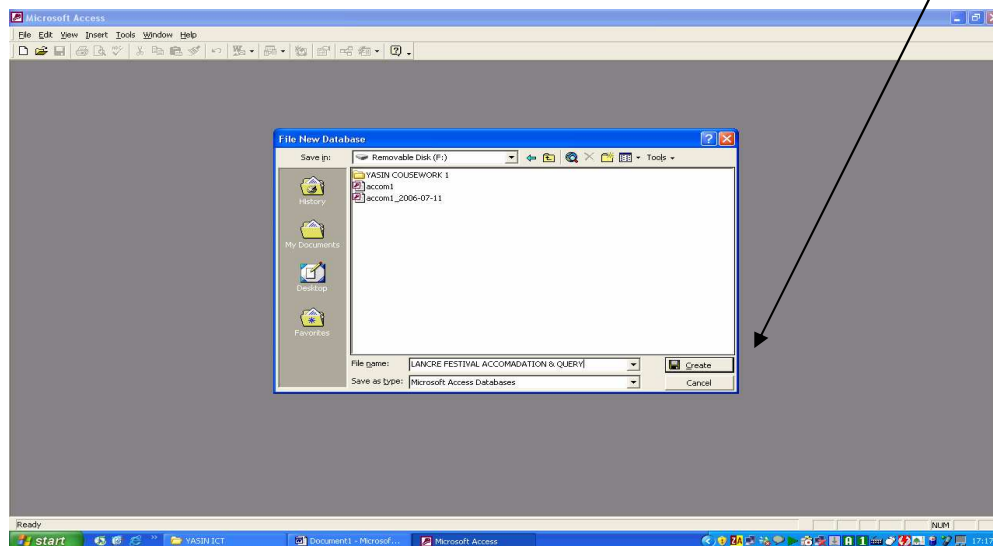
Firstly I opened up the software Microsoft Access by pressing start>programs>office 2000>Microsoft Access. I then opened up a blank access database. I achieved this by an option bar appearing on the screen when the software was opened.

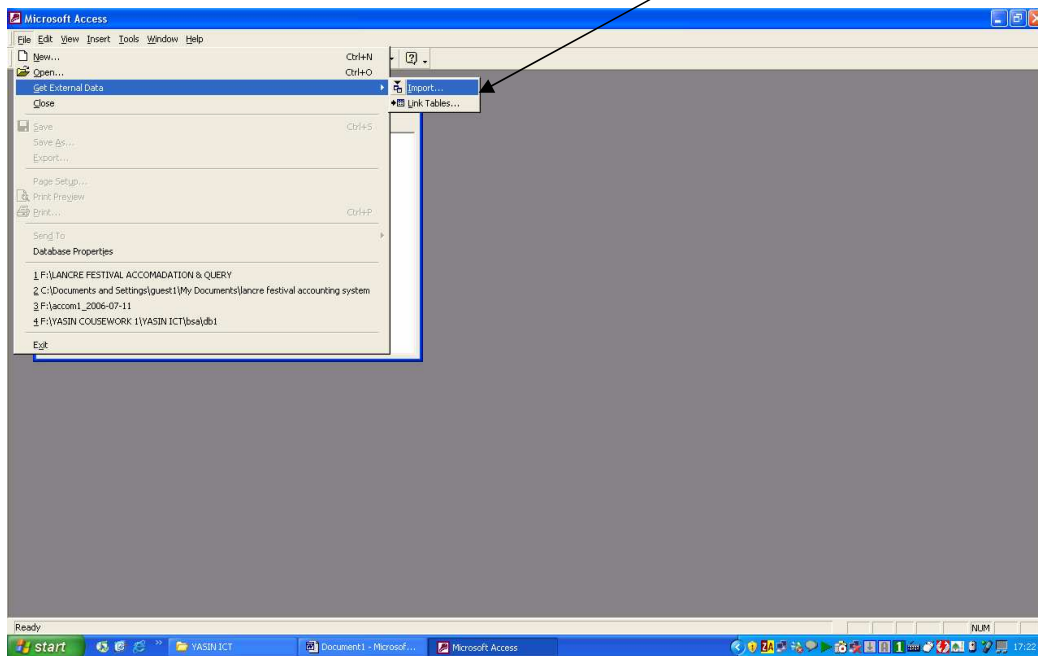The print screen shows the box that appeared: -

After I opened up the blank access database, I then saved it as "Lancre Festival accommodation and query." This was achieved by after clicking on the option about the database a screen came up which enabled me to save my database.
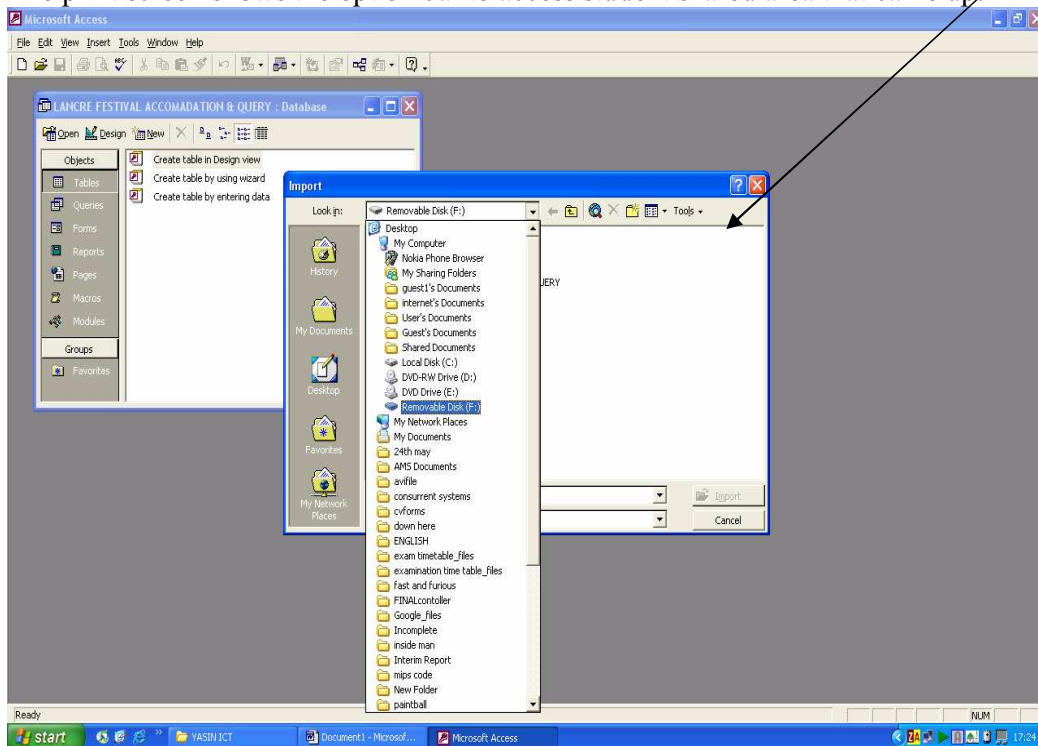
The print screen shows you the option bar that came up to save the work: -
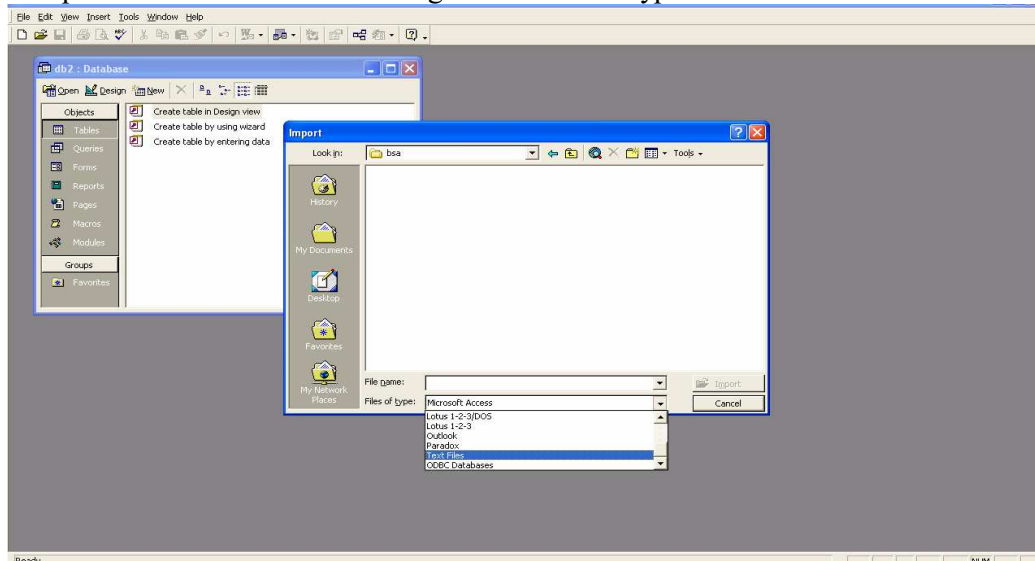

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After I bought up the festival accommodations data from the student shared area.
This was achieved by clicking on File>Get External Data and Import.
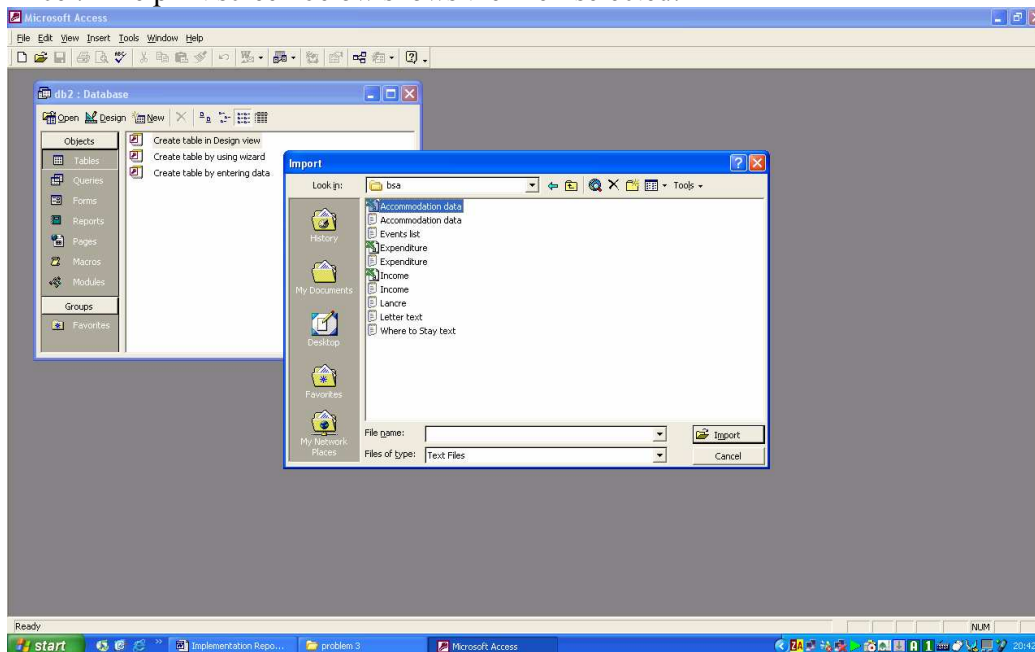The print screen below shows you the options I went on: -

By clicking on import an option bar came up which enabled me to access the student-shared area so that I could get the accommodation data that was needed.
The print screen shows the option bar to access student shared area that came up: -
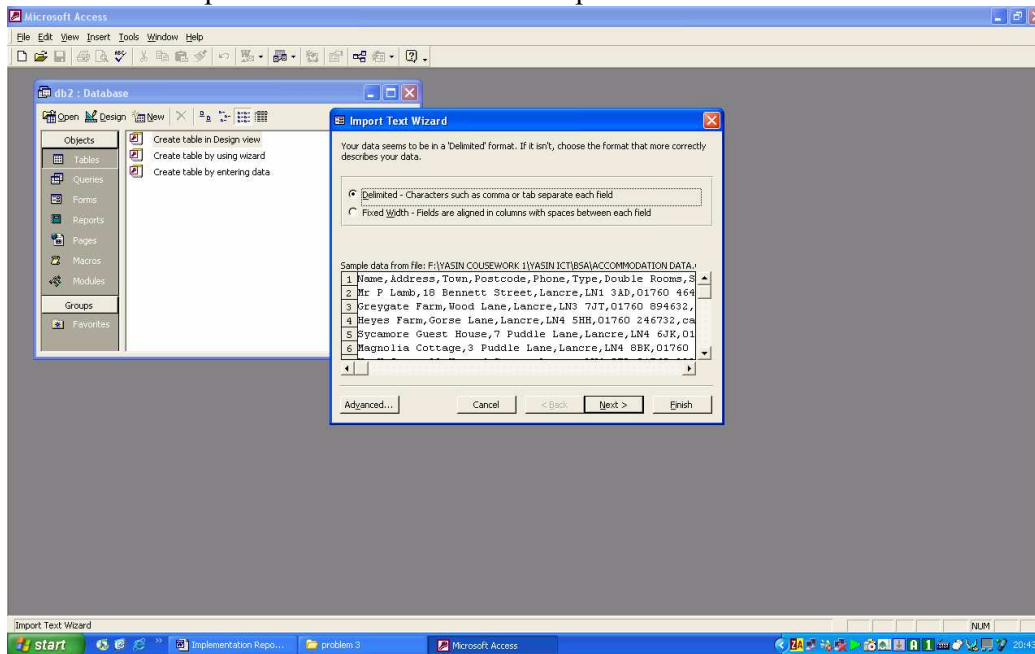
I then clicked on to the BSA folder where I had to change Files of Type to Text Files so that it could viewable for me to pick out the relevant accommodation list to import. The print screen shows how I changed the Files of Type to Text Files: -

I then selected the file where the accommodation was on the software Microsoft Excel. The print screen below shows the file I selected: -
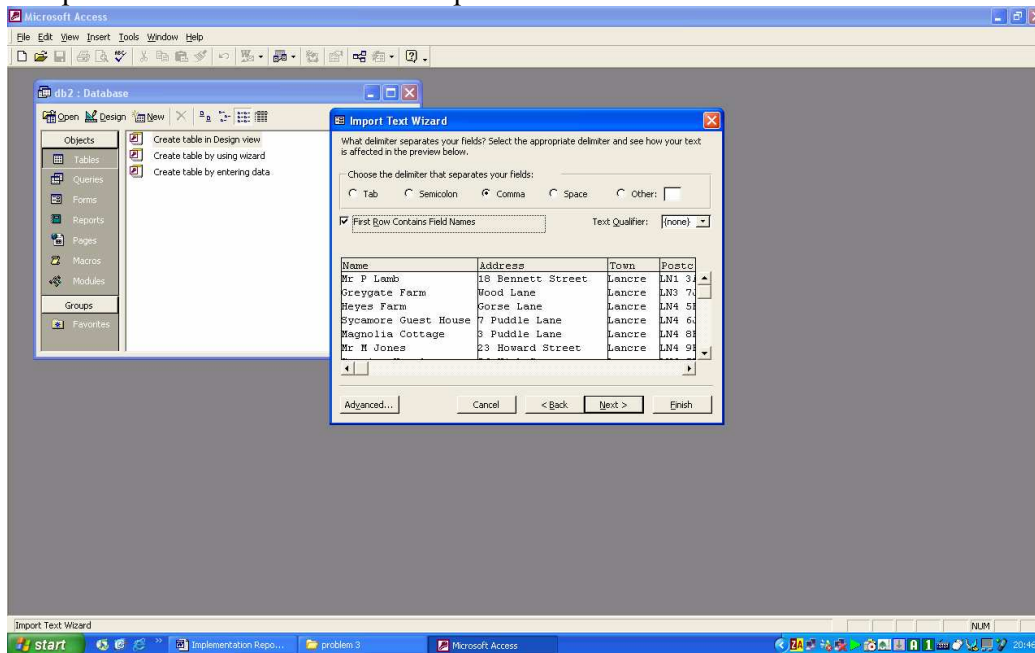
After I clicked on the file an option came tool bar came up where it selected Delimited. The print screen below shows the option I selected: -
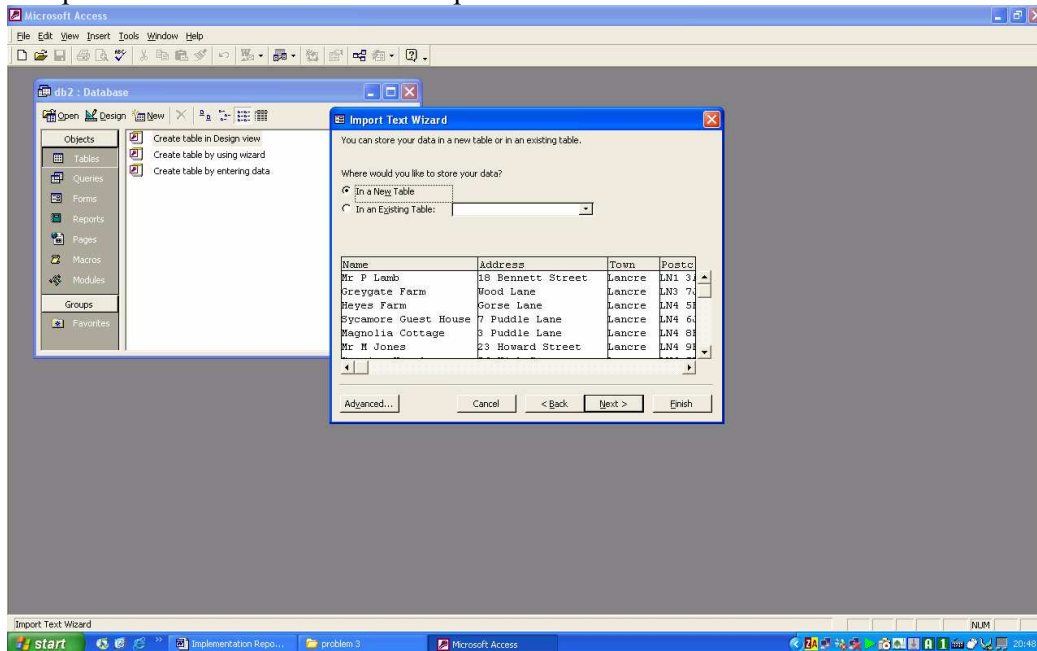

After, I pressed next and other options appeared. I selected Comma and First Row Contains Field Names.
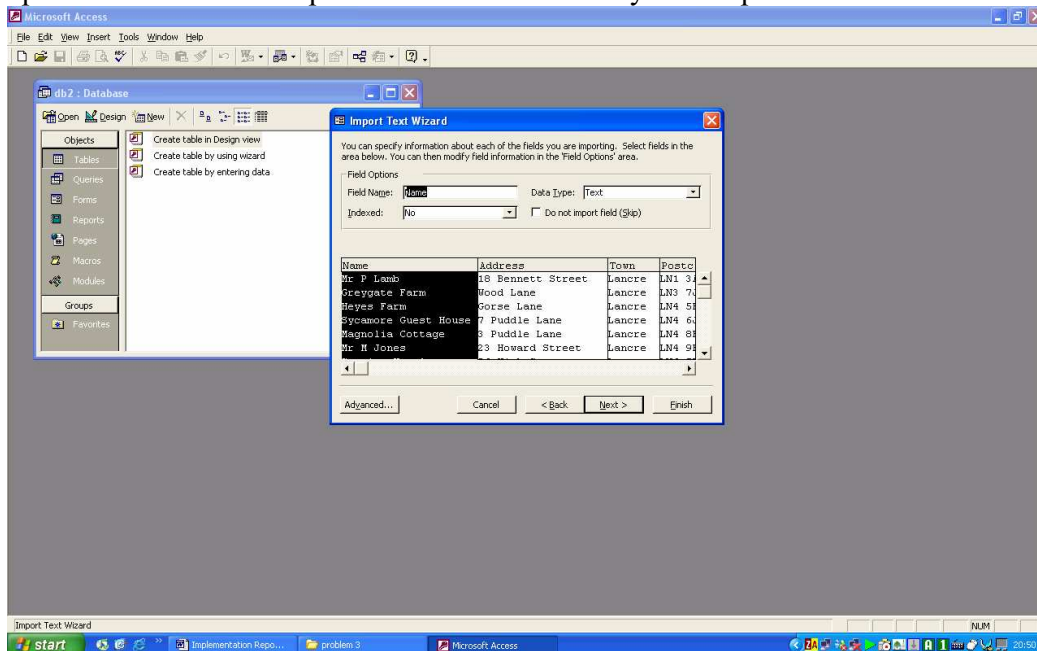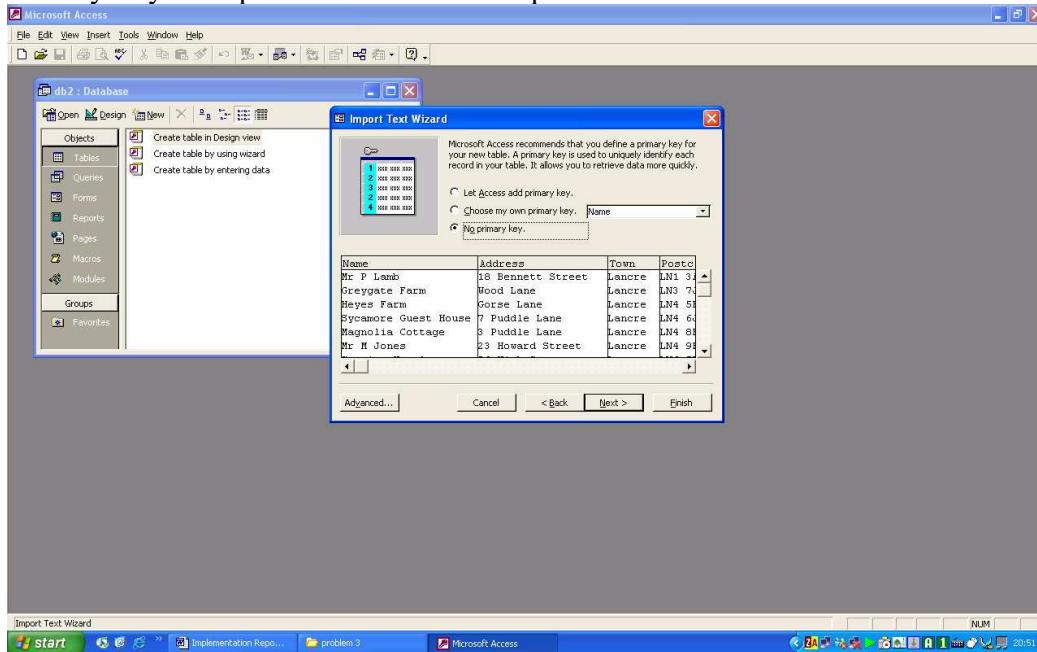The print screen bellows shows the options I selected: -

Next, after pressing Next another options appeared where I selected in a new table. I had specifically done this as Stuart asked me to sort out the table in new ones.
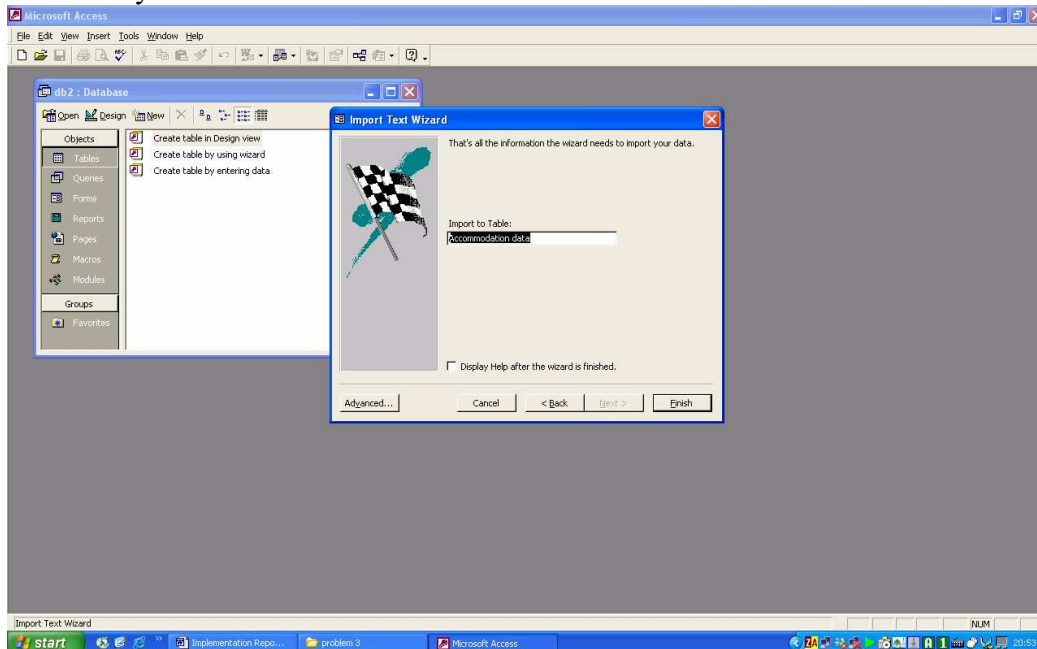The print screen bellows shows the option I selected: -

After, pressing the option next, other options appeared. I then inserted Name in the option Field Name. The print screen bellow shows you the option I selected: -
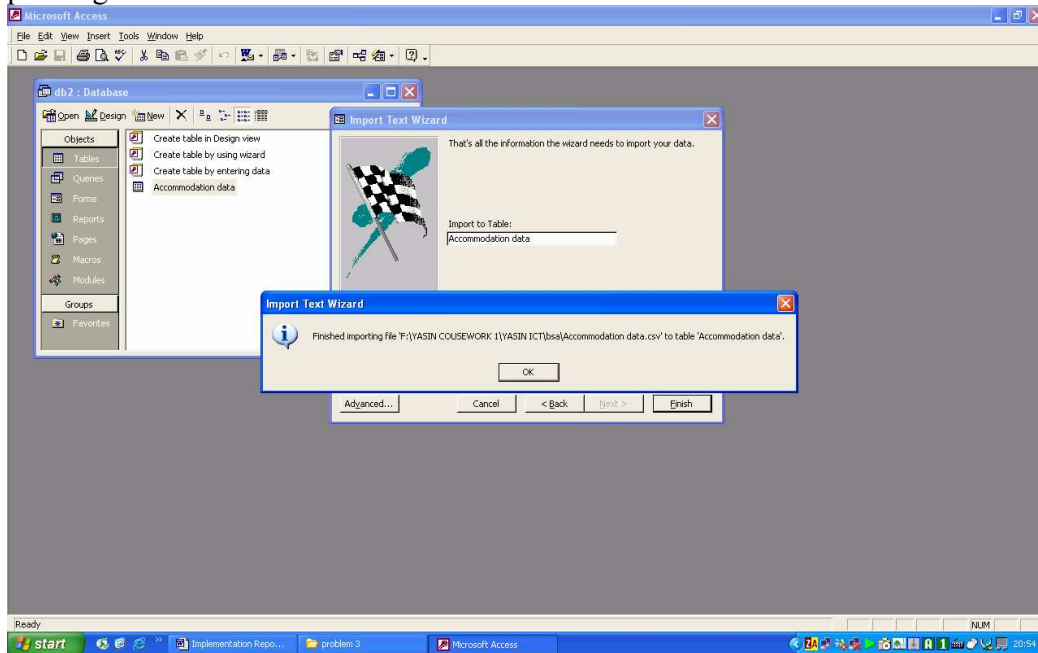
After, I pressed the Next button another few options appeared where I selected No Primary Key. The print screen shows the option selected: -
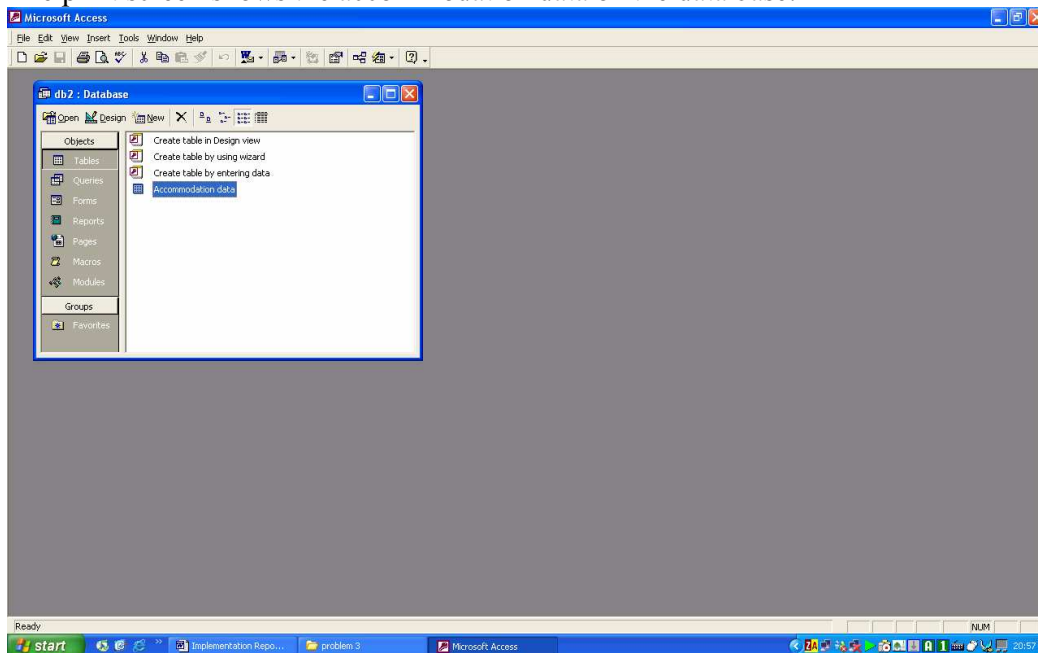

Then, after I pressed next another option came where I inserted the title accommodation data in the field Import to table. The print screen shows the field I inserted my text in: -
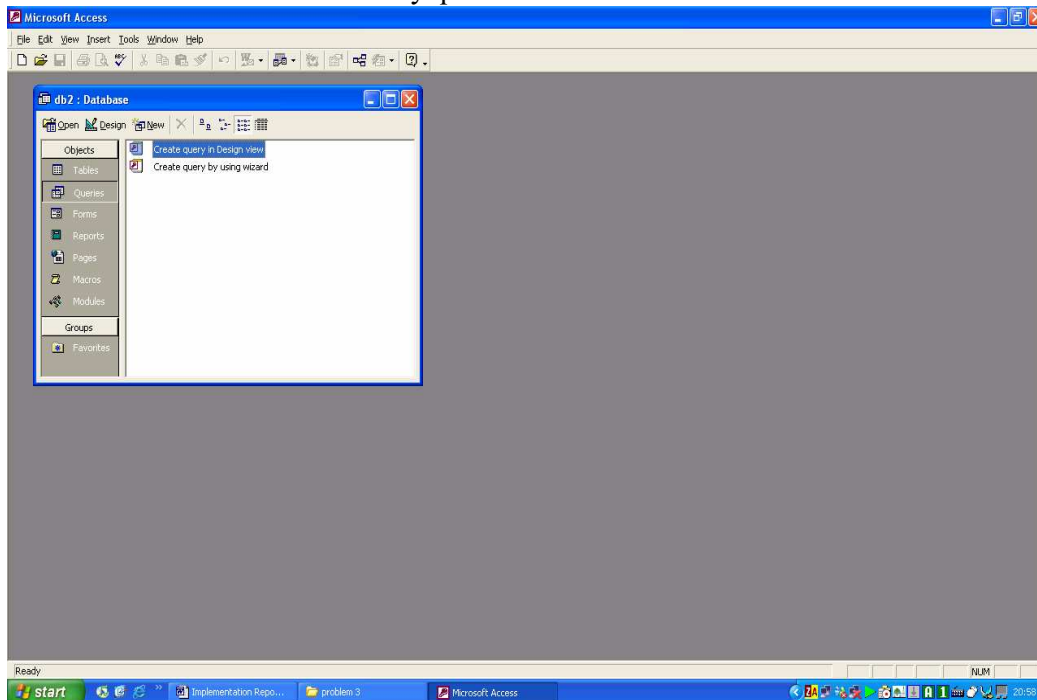

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After, I pressed the option Finish and a conformation tool bar came up which confirmed my data was in place. The print screen shows the tool that appeared after pressing next: -
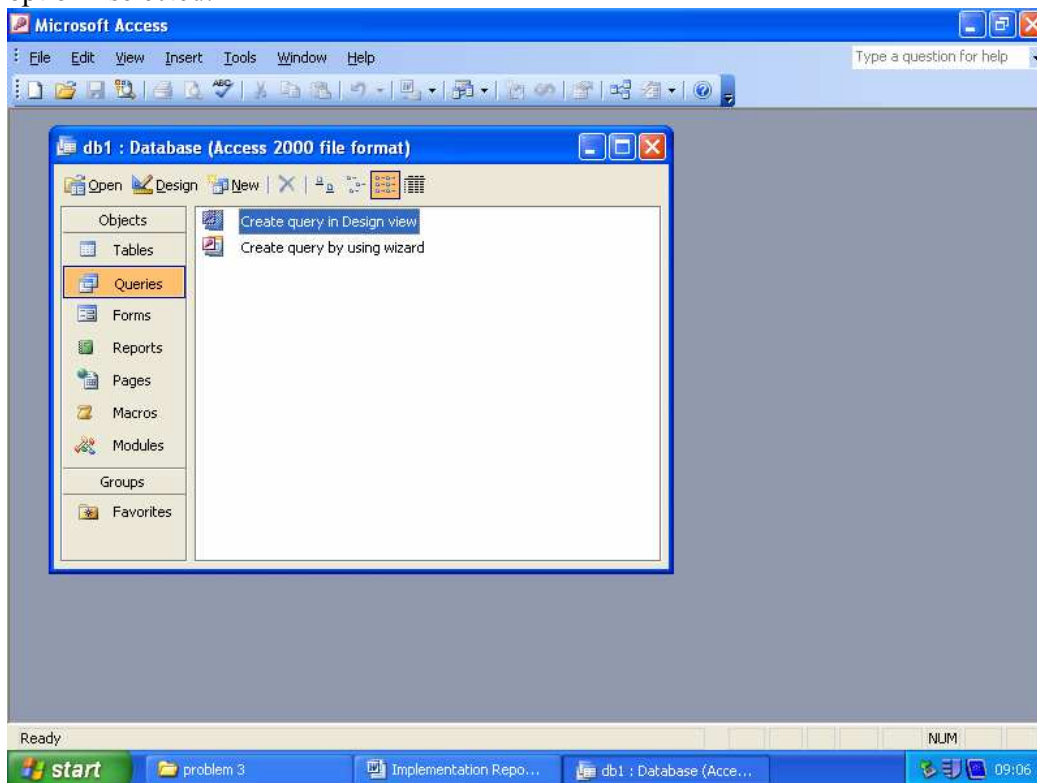

After, my database contained the title Accommodation in the field Tables on the data base. This meant my table was set correctly.
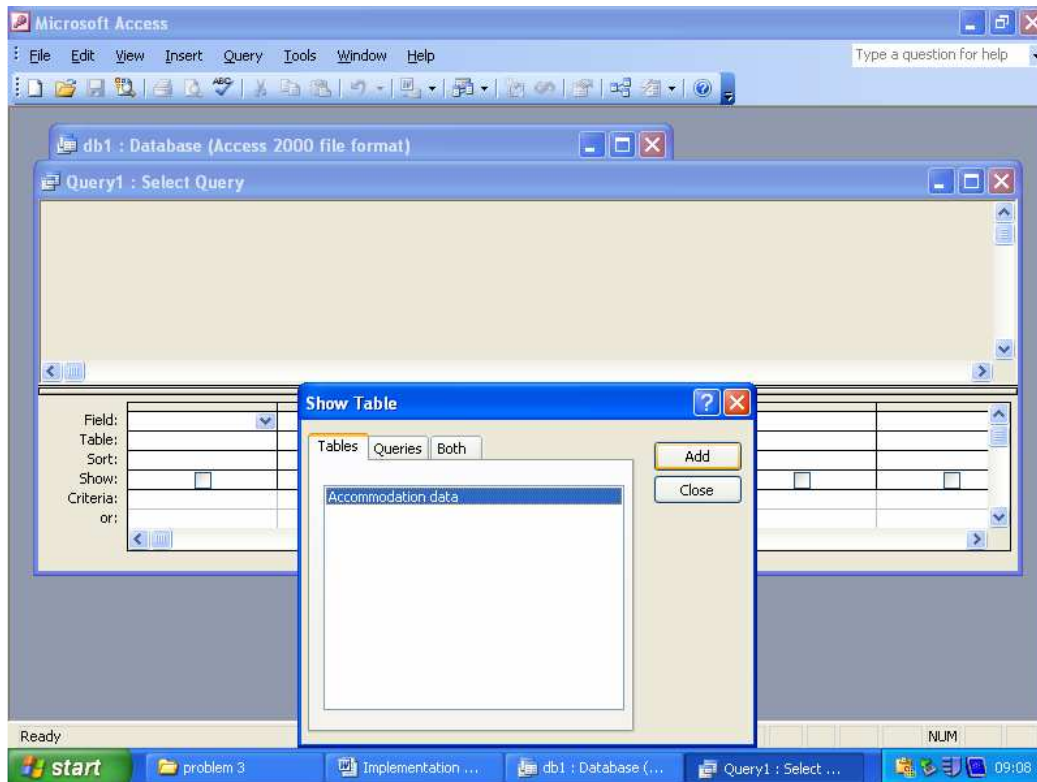The print screen shows the accommodation data on the data base: -

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To do my query I had to select the field Queries on my data base. The print screen shows the field I selected to do my queries: -
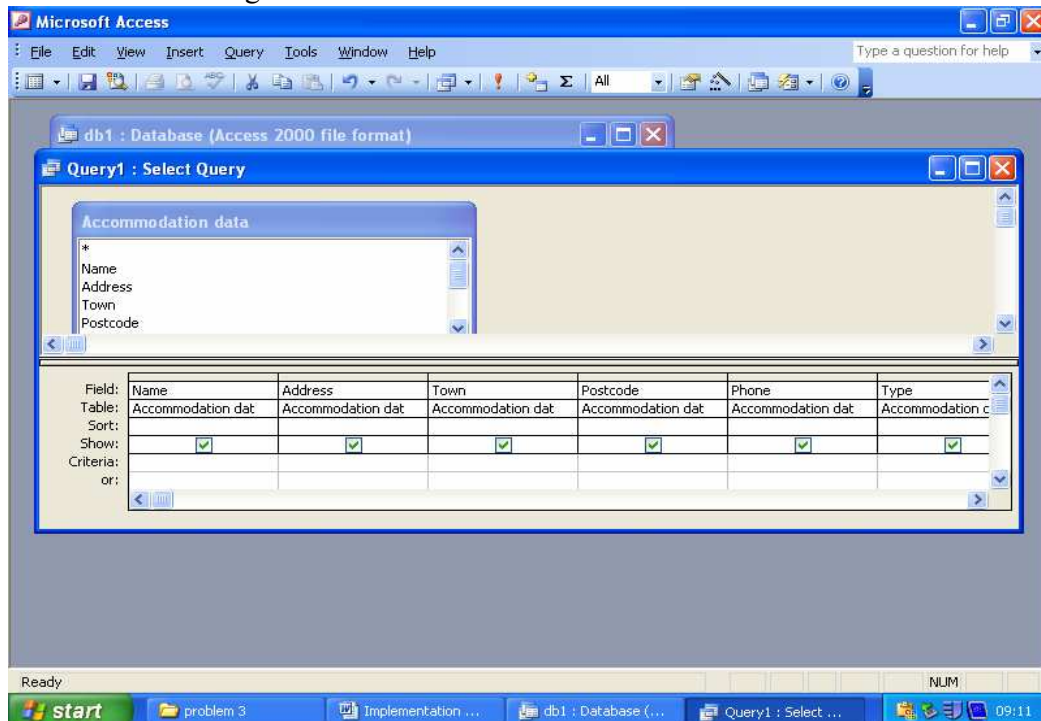

I then clicked on to create query in design view. The print screen below shows the option I selected: -
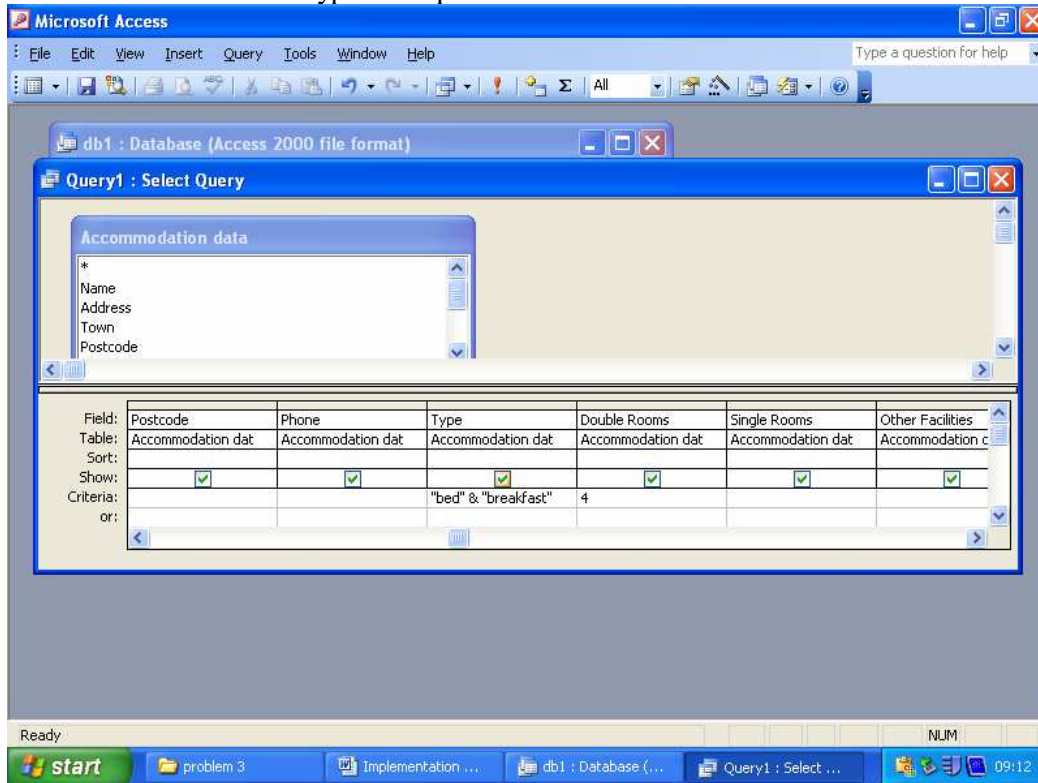

After I selected the option, an option bar came up where it had accommodation under table and I selected add. The print screen shows the table that came up: -
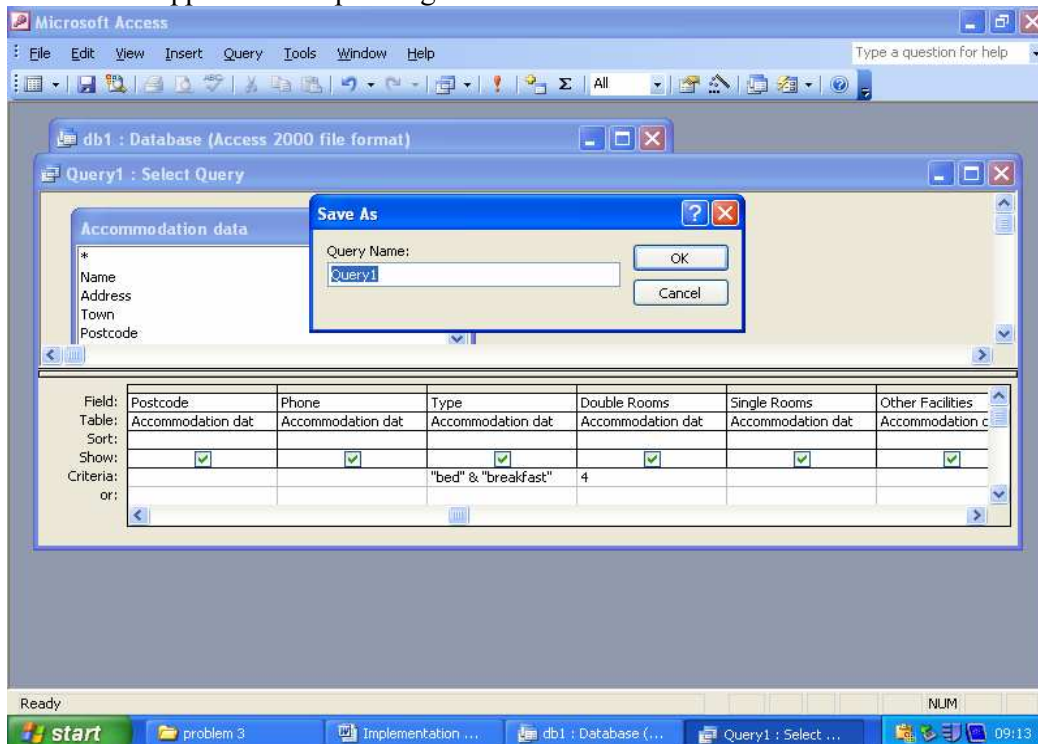
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After I selected add, a table came up and the accommodation data. I then double clicked the accommodation data and dragged the data in the relevant filed. This was also time consuming: -
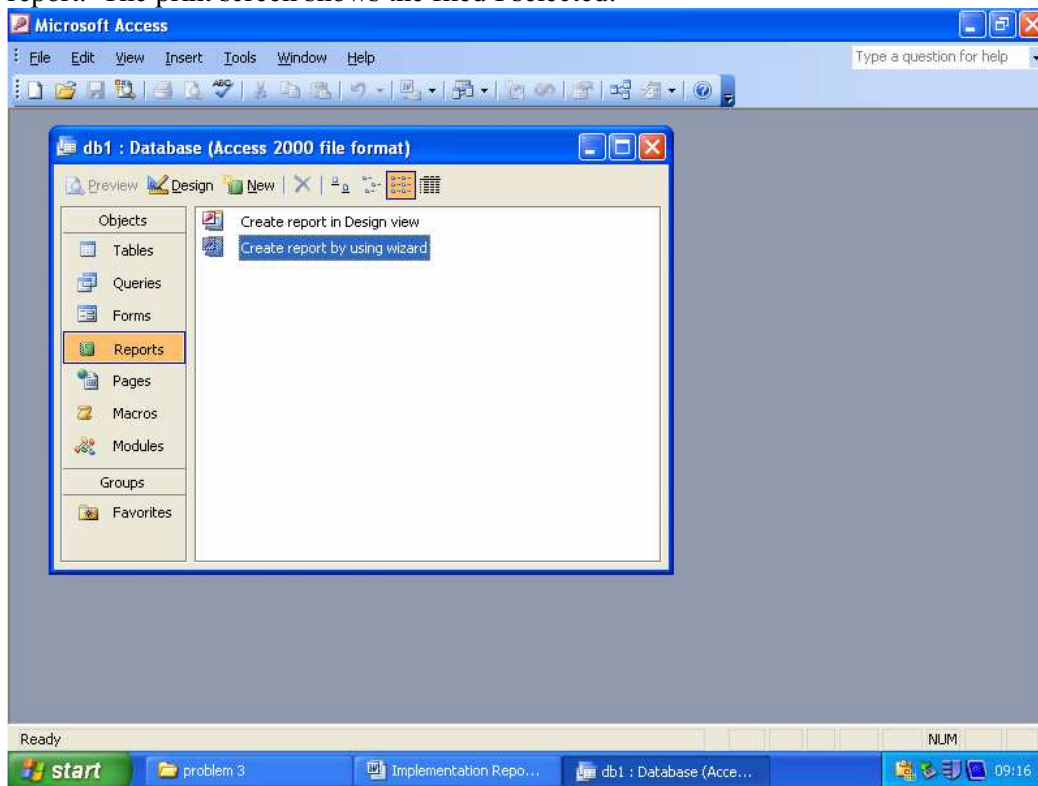

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I then inserted the number 4 under the double rooms and inserted the text bed & breakfast under the field type. The print screen shows the text inserted in both fields:-

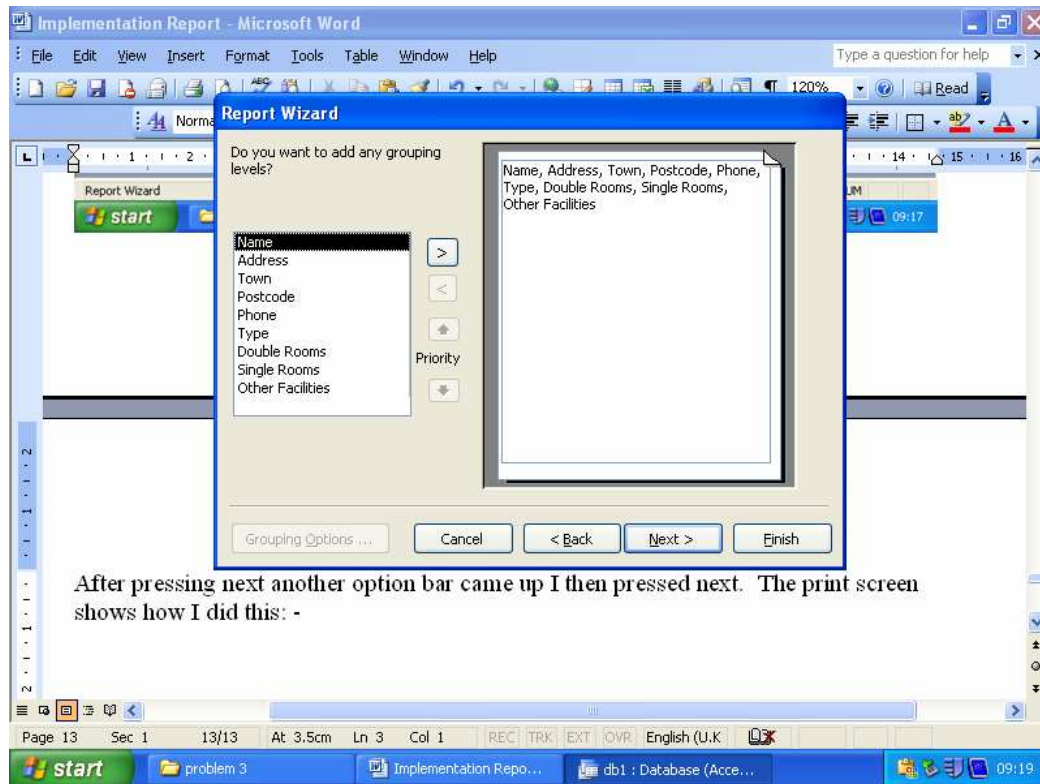I then closed the query and then saved the name as Query 1. the print screen shows the box that appeared after pressing next: -

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To make my report I went on the database table again and then clicked on the name report. The print screen shows the filed I selected: -
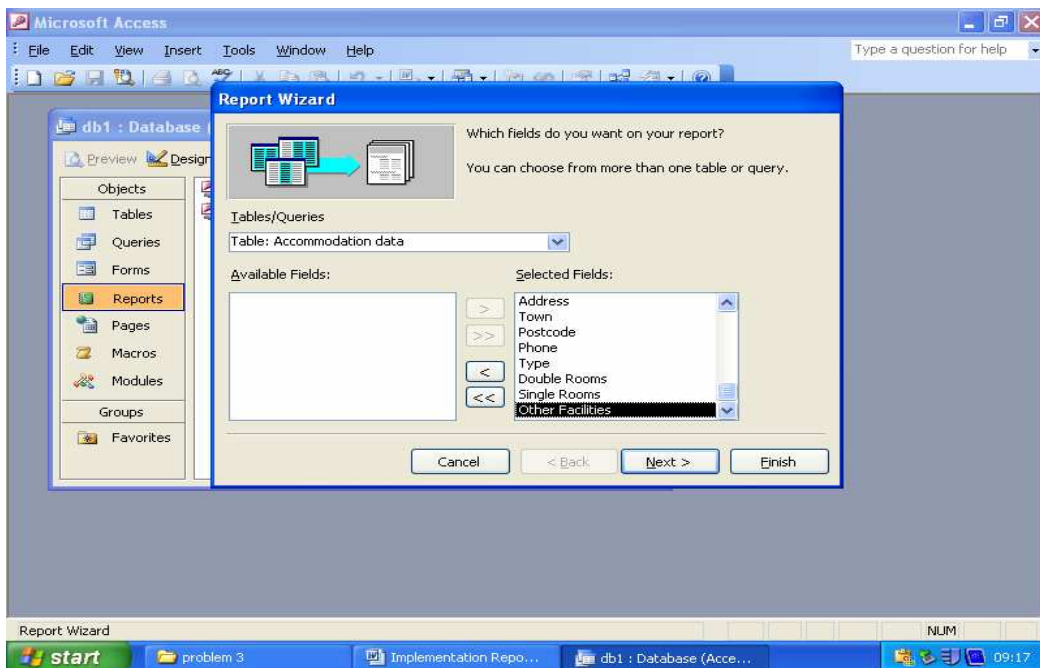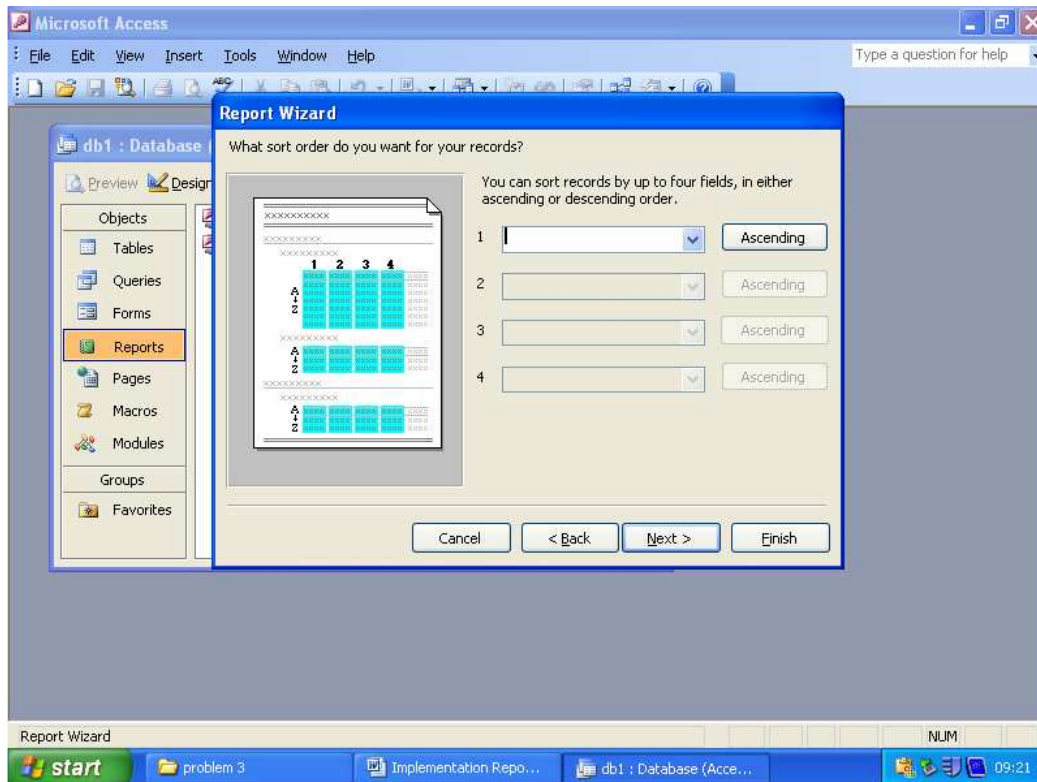

I then double clicked the create report by using wizard and an option bar came where I added all the available fields. The print screen shows the option that came up: -

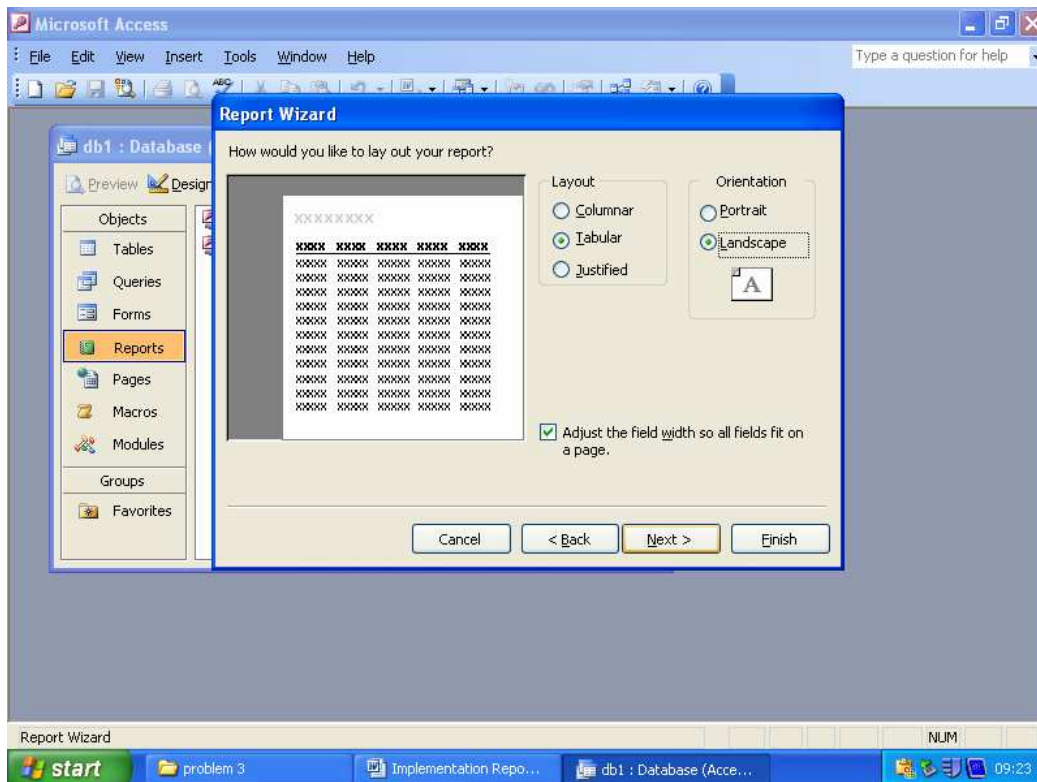After pressing next another option bar came up I then pressed next. The print screen shows how I did this: -

After pressing next another option bar came up I then pressed next. The print screen shows how I did this: -

I then pressed next and another option bar came up where I left the fields and selected next. The print screen shows how I did this: -
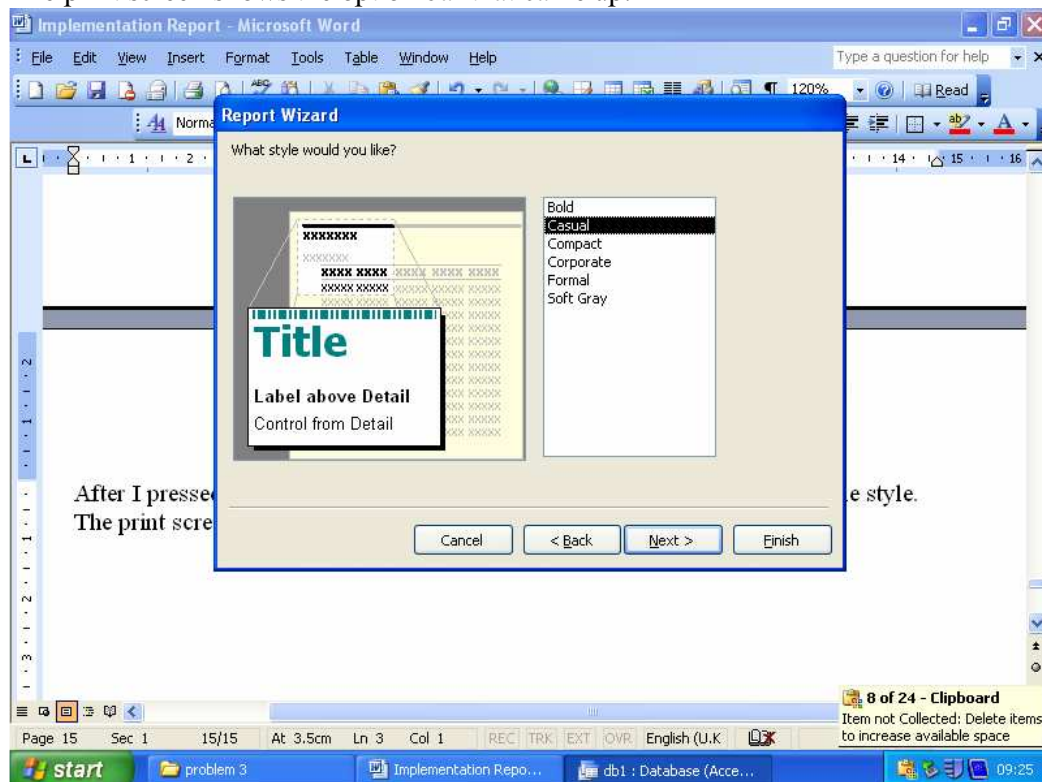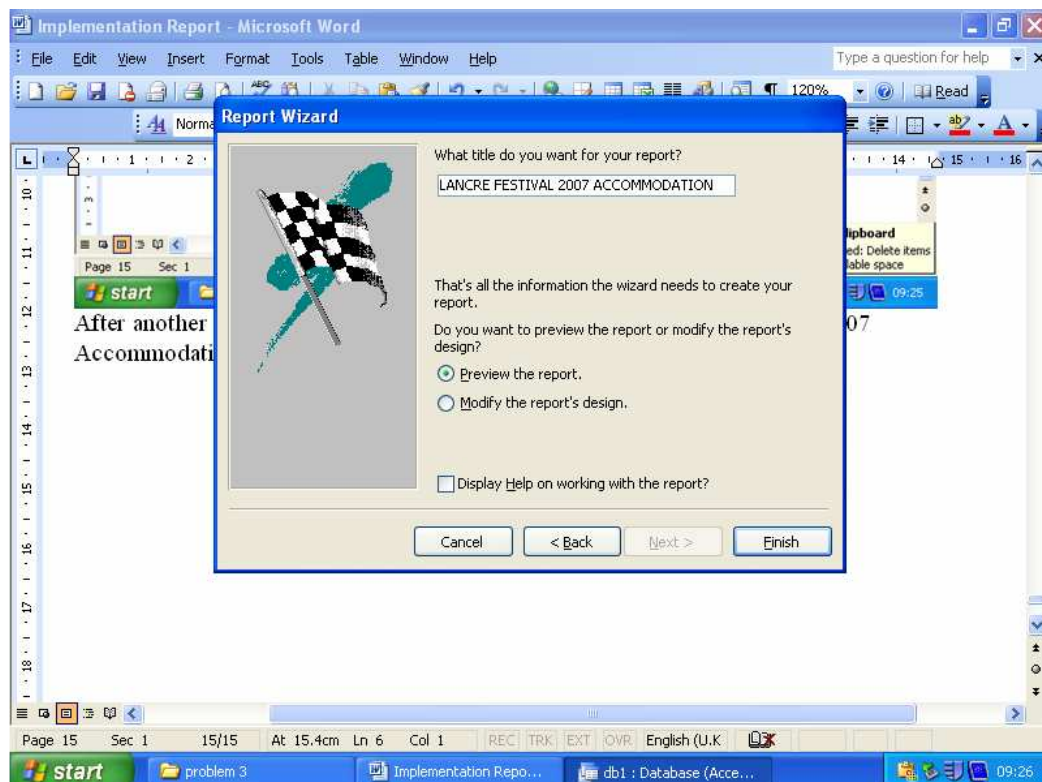

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After another option bar came up where I selected the options landscape and the layout tabular. The print screen shows how I did this: -

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After I pressed next another option bar came up where I selected casual for the style.
The print screen shows the option bar that came up: -

After another option bar came up where I inserted the title Lancre Festival 2007
Accommodation. The print screen shows the option bar that came up: -

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After a report came up where it showed me the report.
The print screen shows the report: -