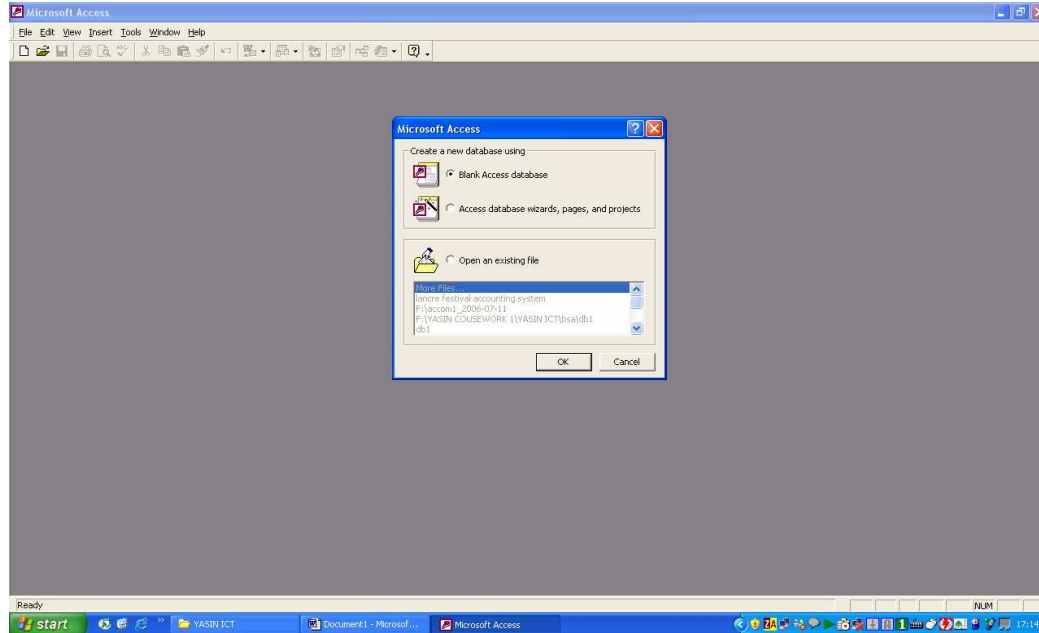


Implementation Report

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.

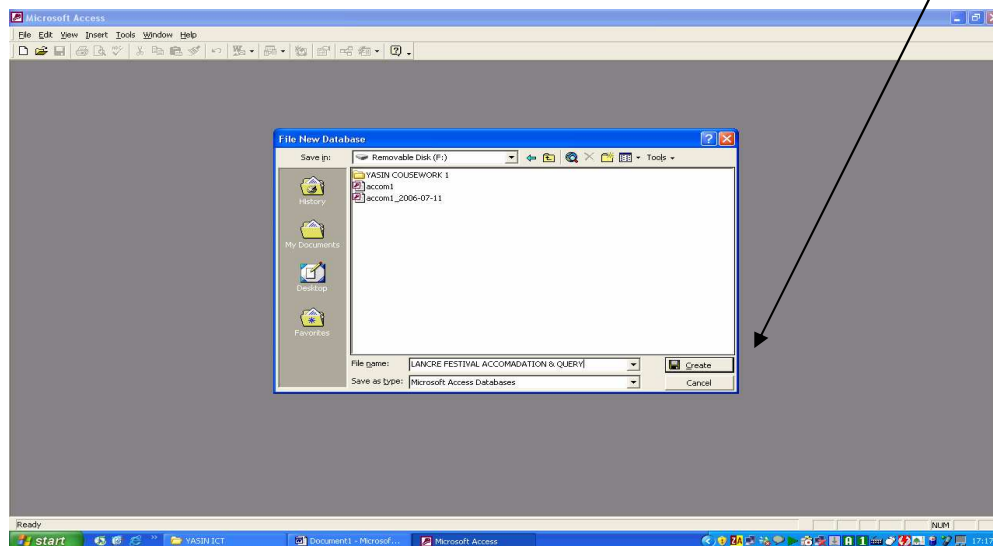
Firstly I opened up the software Microsoft Access by pressing start>programs>office 2000>Microsoft Access. I then opened up a blank access database. I achieved this by an option bar appearing on the screen when the software was opened.

The print screen shows the box that appeared: -

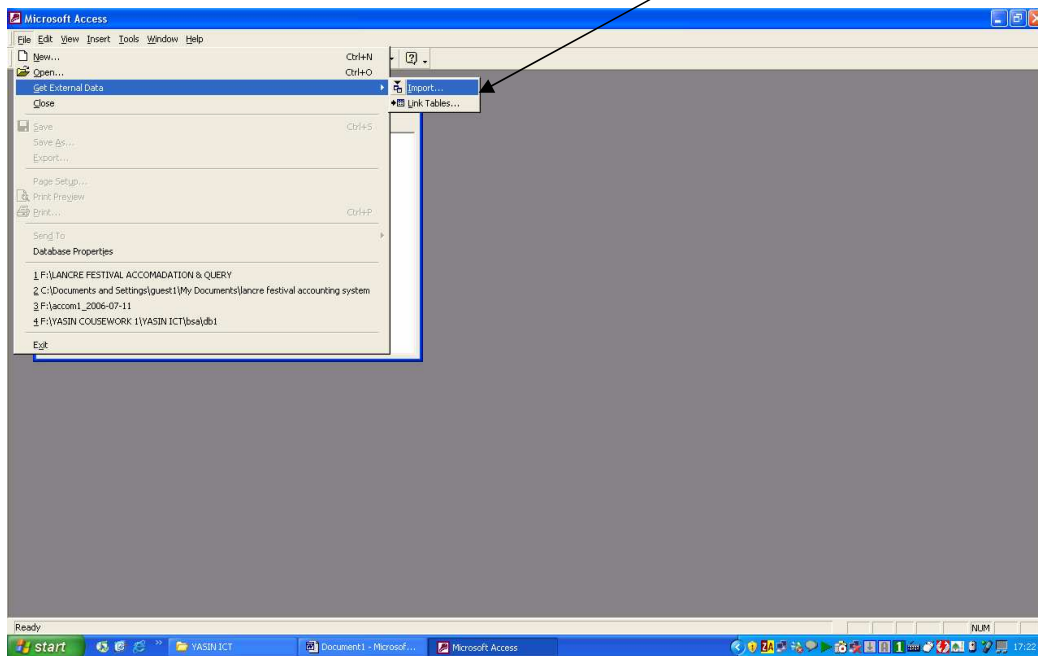


After I opened up the blank access database, I then saved it as “Lancre Festival accommodation and query.” This was achieved by after clicking on the option about the database a screen came up which enabled me to save my database.

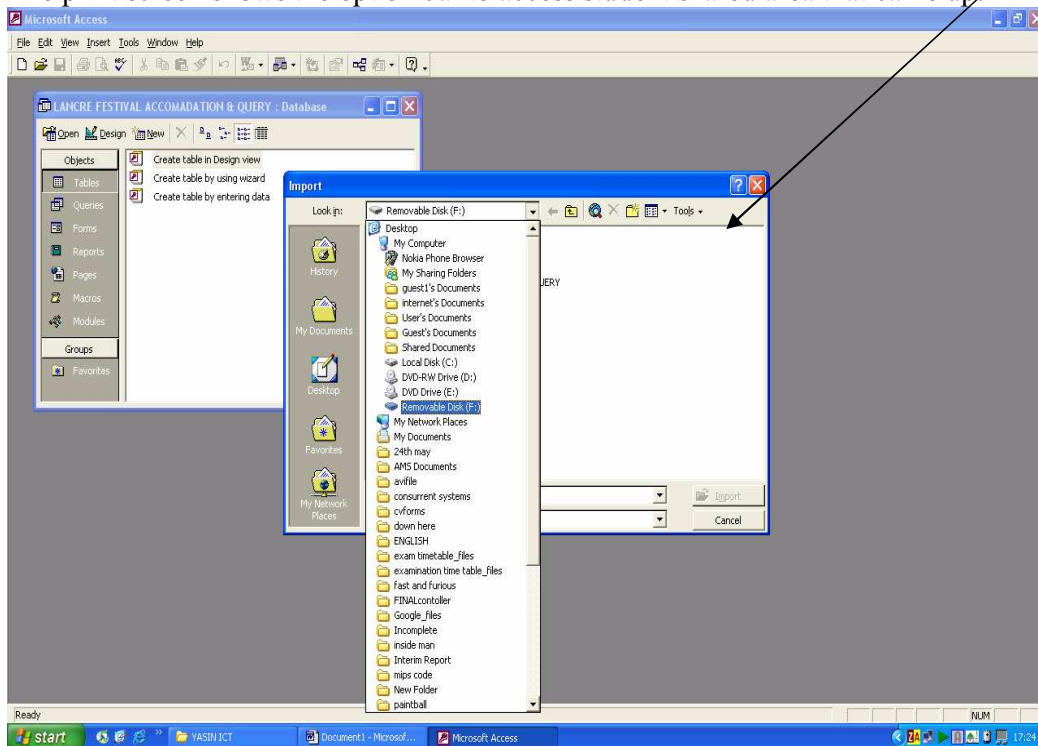
The print screen shows you the option bar that came up to save the work: -



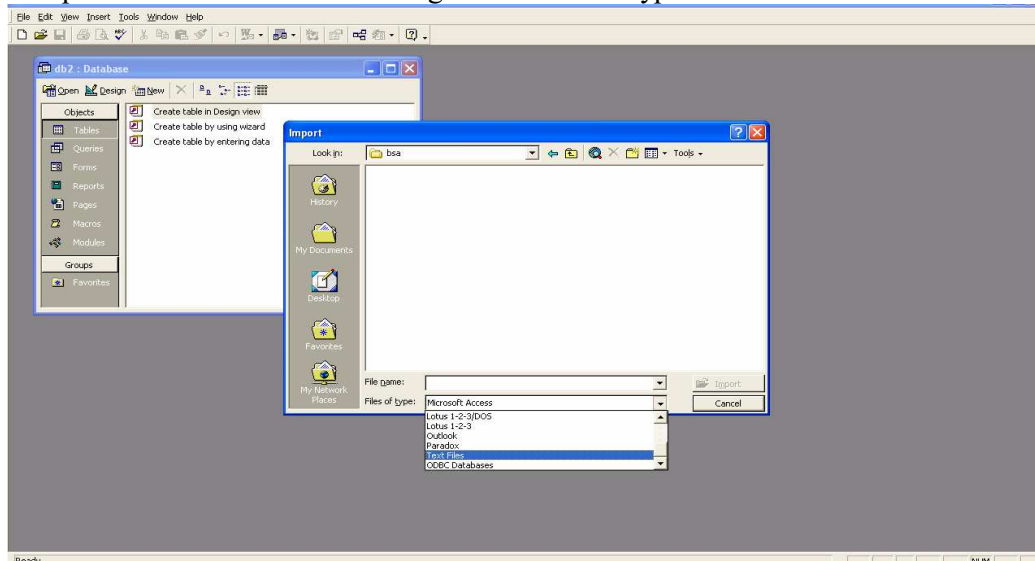
After I bought up the festival accommodations data from the student shared area. This was achieved by clicking on File>Get External Data and Import. The print screen below shows you the options I went on: -



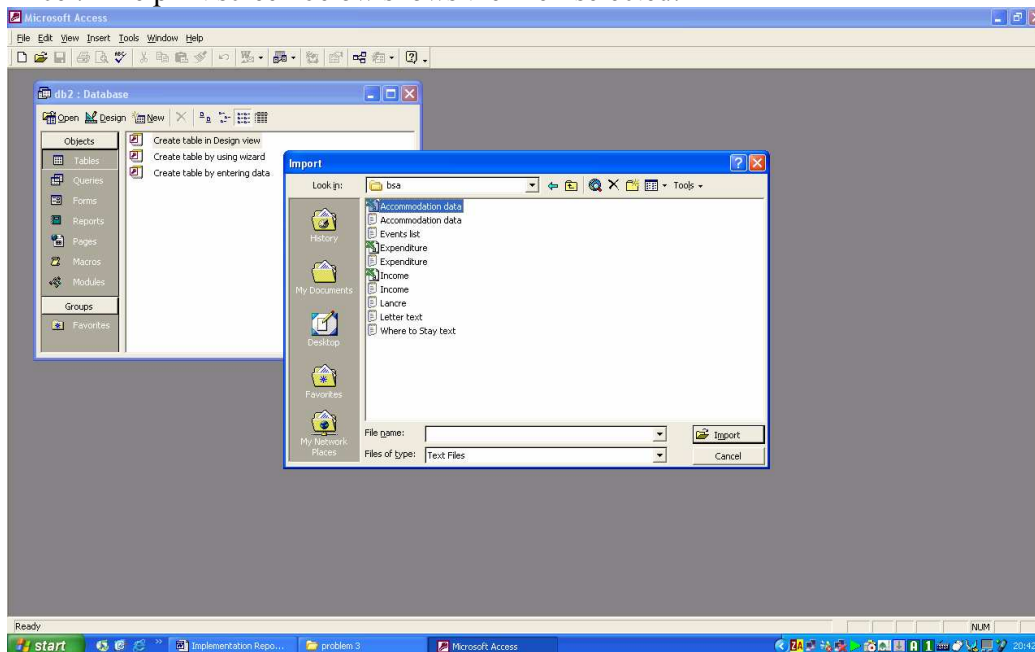
By clicking on import an option bar came up which enabled me to access the student-shared area so that I could get the accommodation data that was needed. The print screen shows the option bar to access student shared area that came up:-



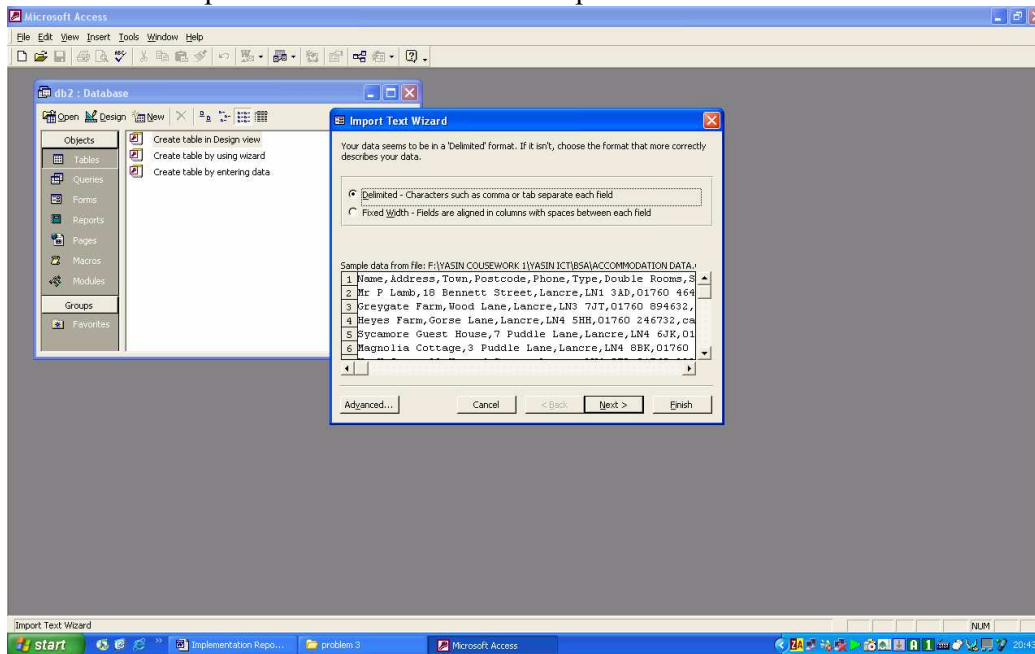
I then clicked on to the BSA folder where I had to change Files of Type to Text Files so that it could viewable for me to pick out the relevant accommodation list to import. The print screen shows how I changed the Files of Type to Text Files: -



I then selected the file where the accommodation was on the software Microsoft Excel. The print screen below shows the file I selected: -

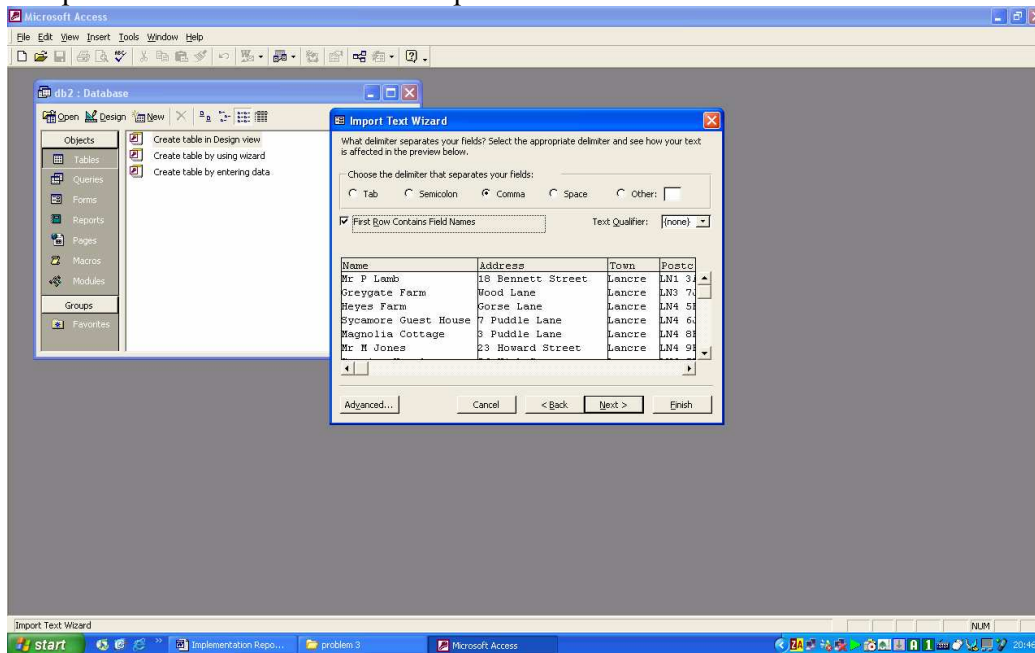


After I clicked on the file an option came tool bar came up where it selected Delimited. The print screen below shows the option I selected: -

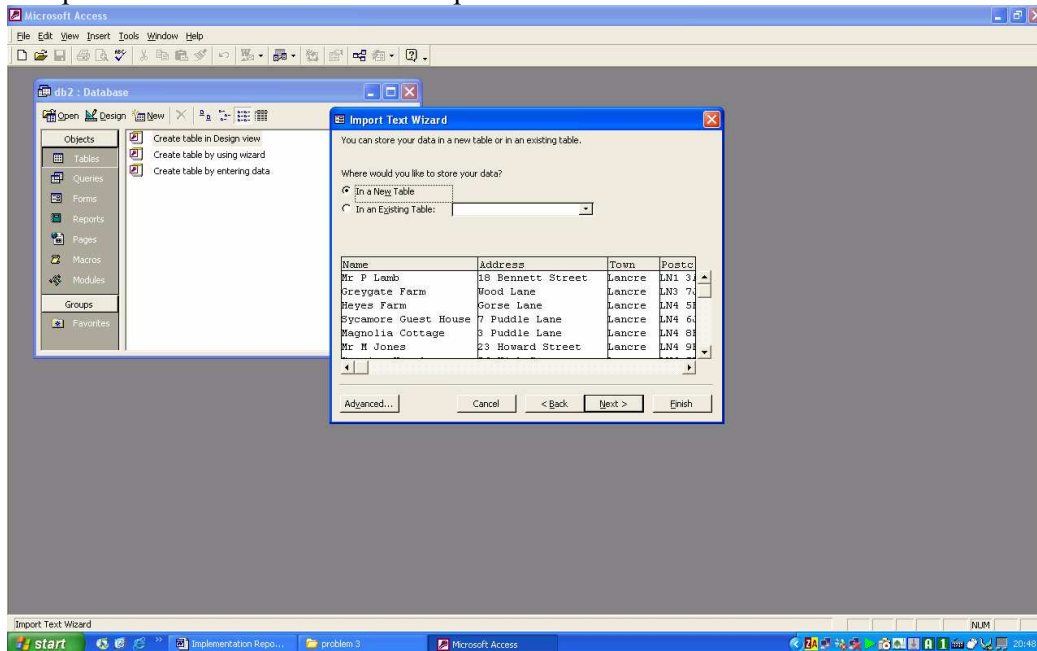


After, I pressed next and other options appeared. I selected Comma and First Row Contains Field Names.

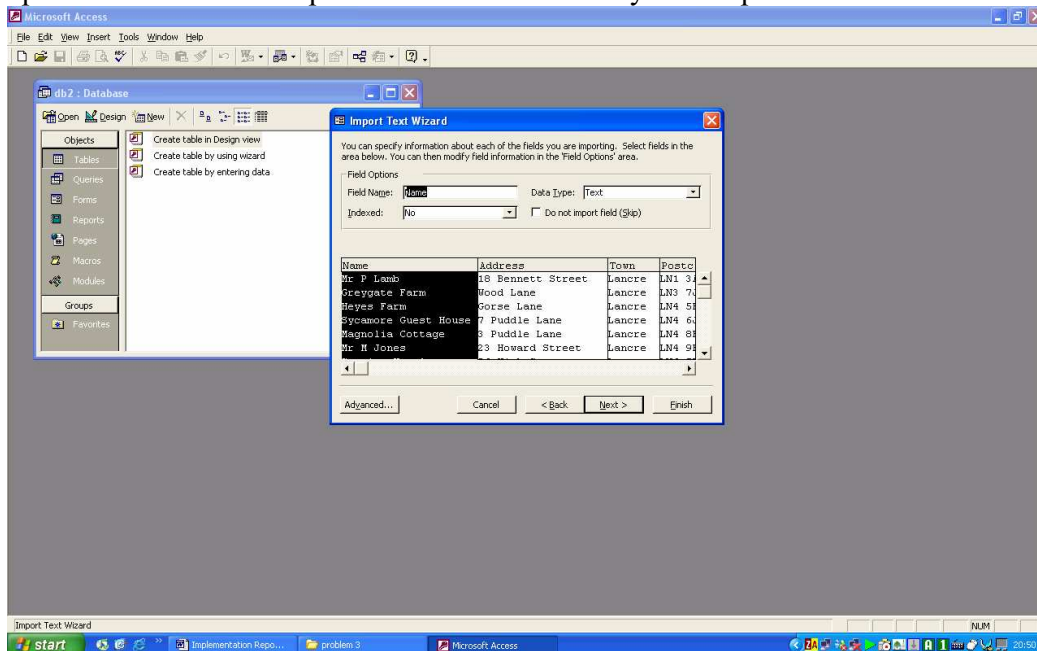
The print screen bellows shows the options I selected: -



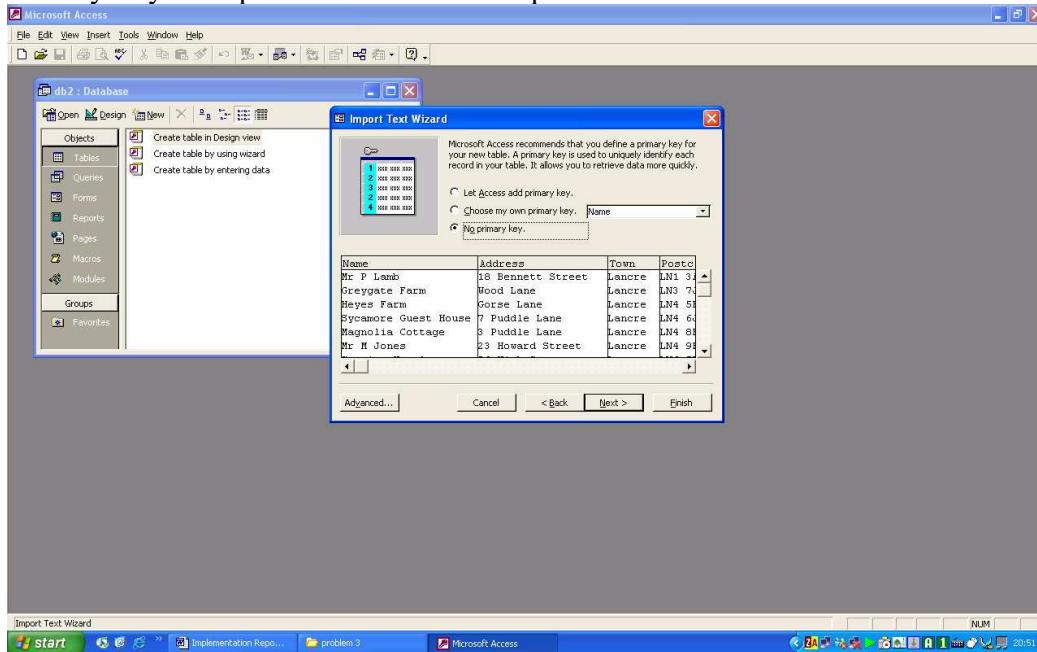
Next, after pressing Next another options appeared where I selected in a new table. I had specifically done this as Stuart asked me to sort out the table in new ones. The print screen bellows shows the option I selected: -



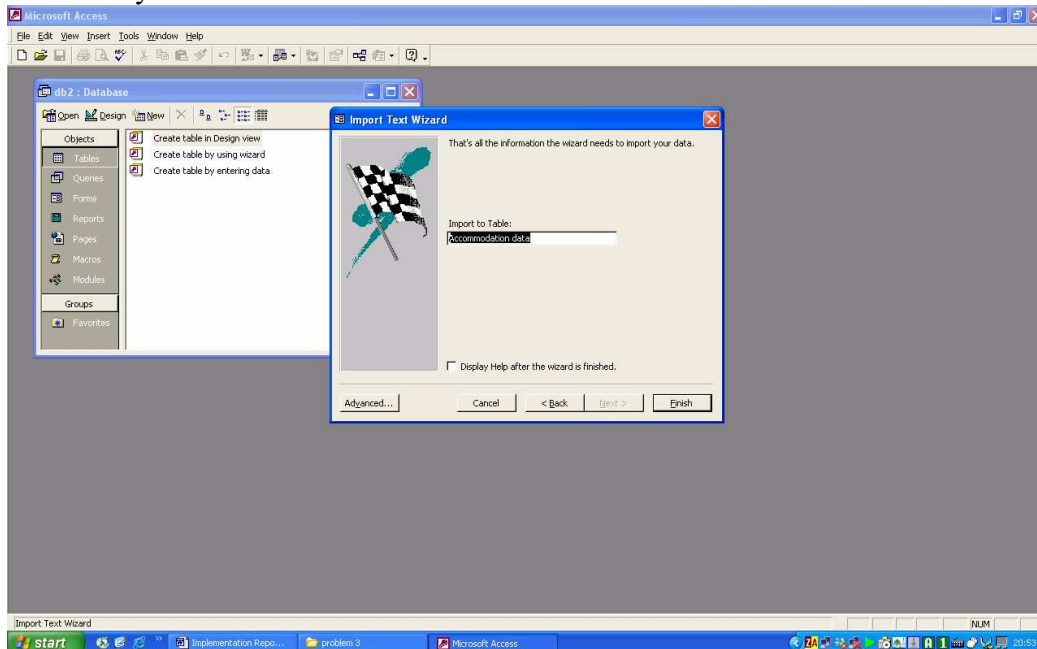
After, pressing the option next, other options appeared. I then inserted Name in the option Field Name. The print screen bellow shows you the option I selected: -



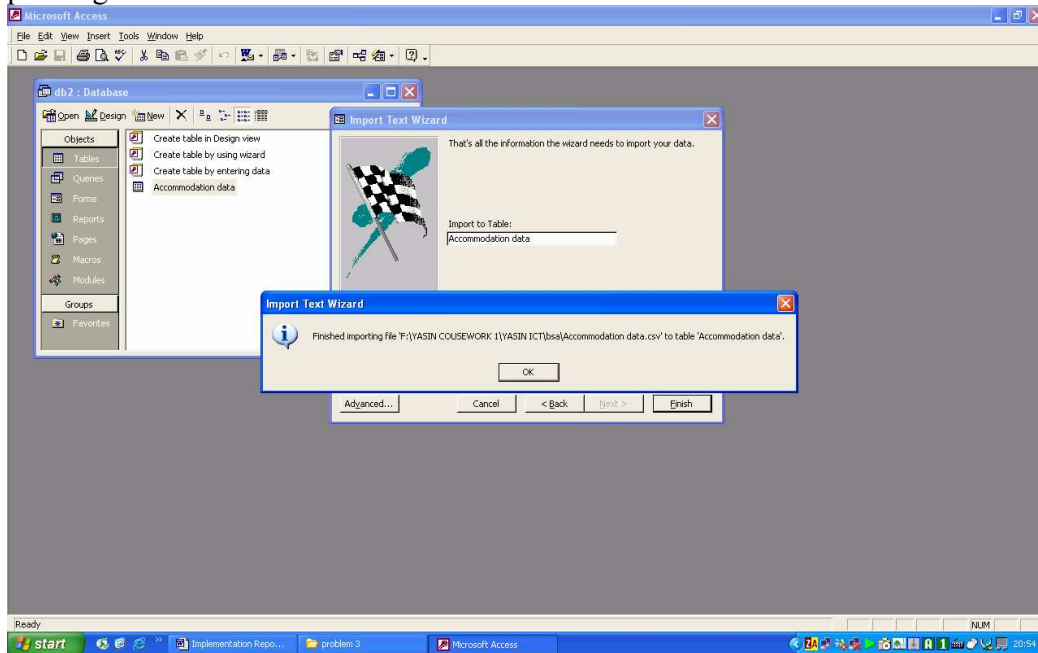
After, I pressed the Next button another few options appeared where I selected No Primary Key. The print screen shows the option selected: -



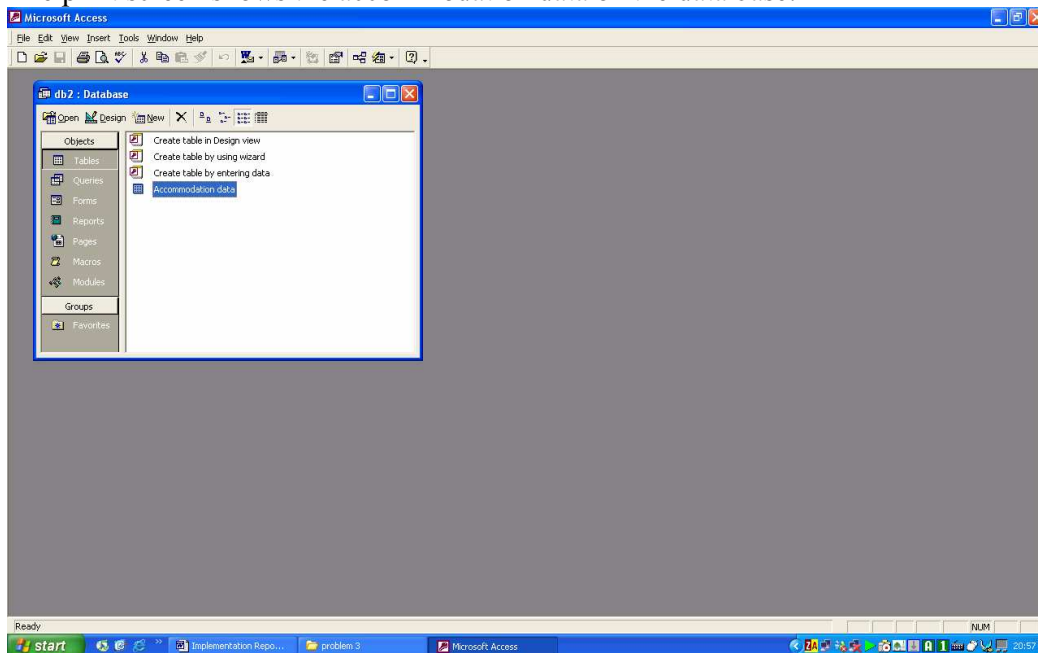
Then, after I pressed next another option came where I inserted the title accommodation data in the field Import to table. The print screen shows the field I inserted my text in: -



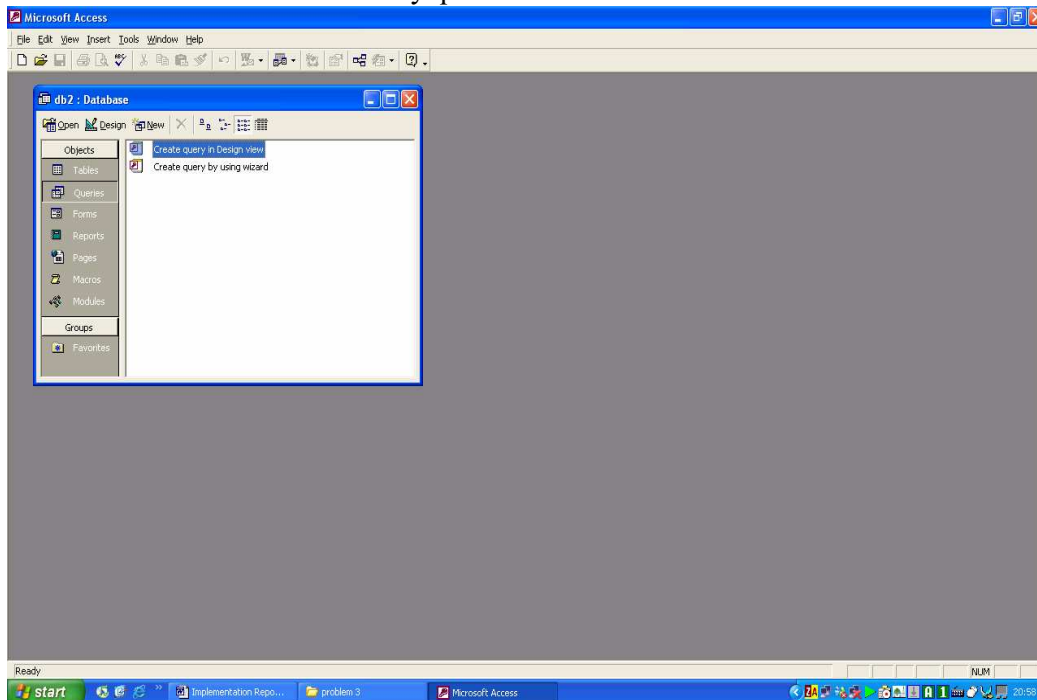
After, I pressed the option Finish and a conformation tool bar came up which confirmed my data was in place. The print screen shows the tool that appeared after pressing next: -



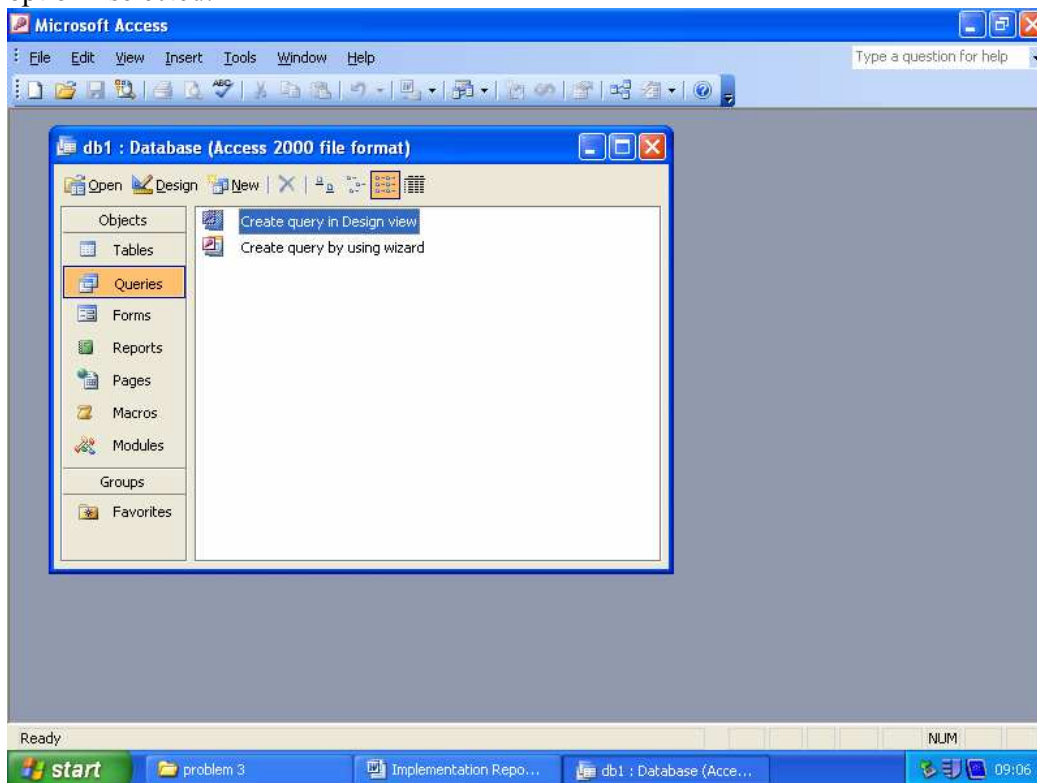
After, my database contained the title Accommodation in the field Tables on the data base. This meant my table was set correctly.
The print screen shows the accommodation data on the data base: -



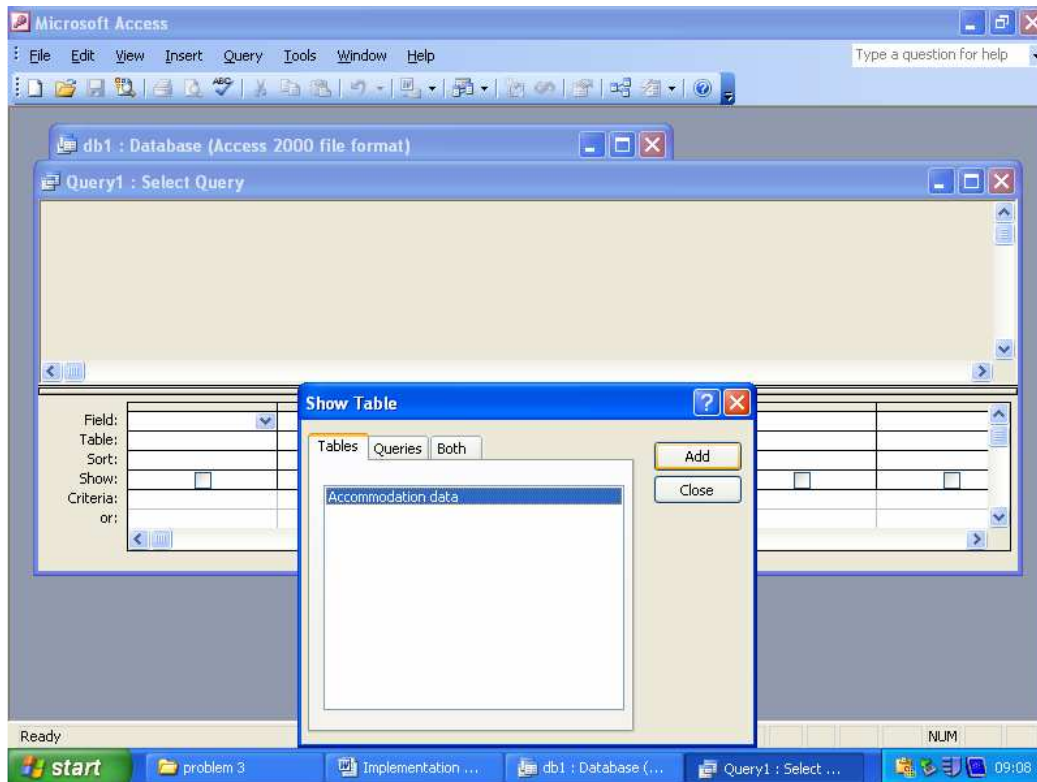
To do my query I had to select the field Queries on my data base. The print screen shows the field I selected to do my queries: -



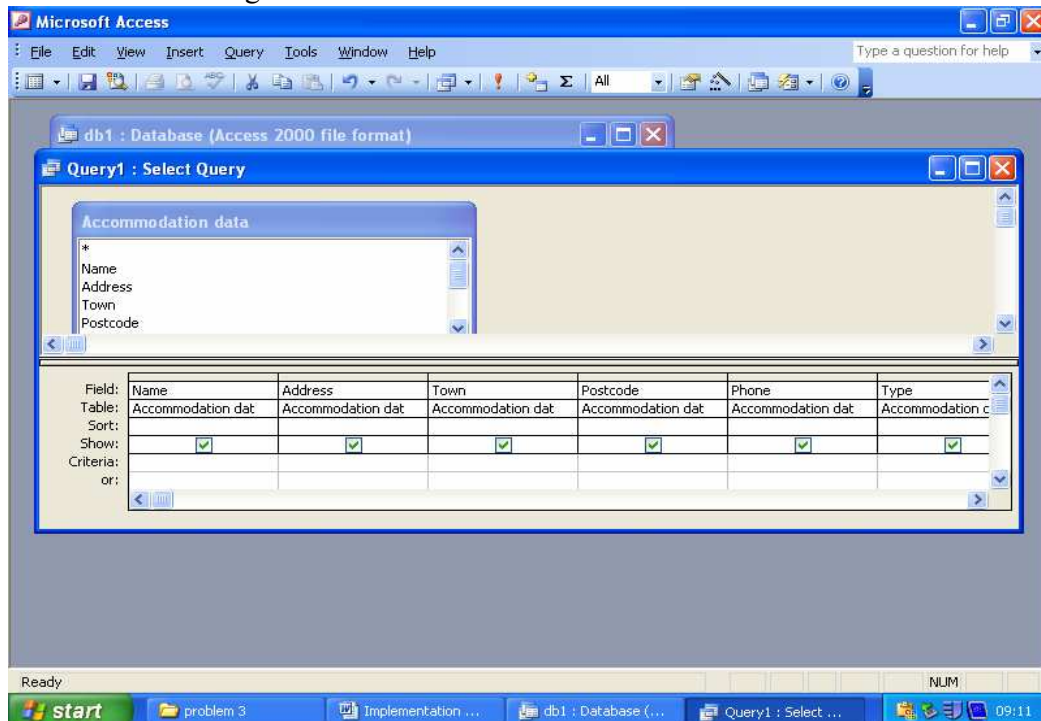
I then clicked on to create query in design view. The print screen below shows the option I selected: -



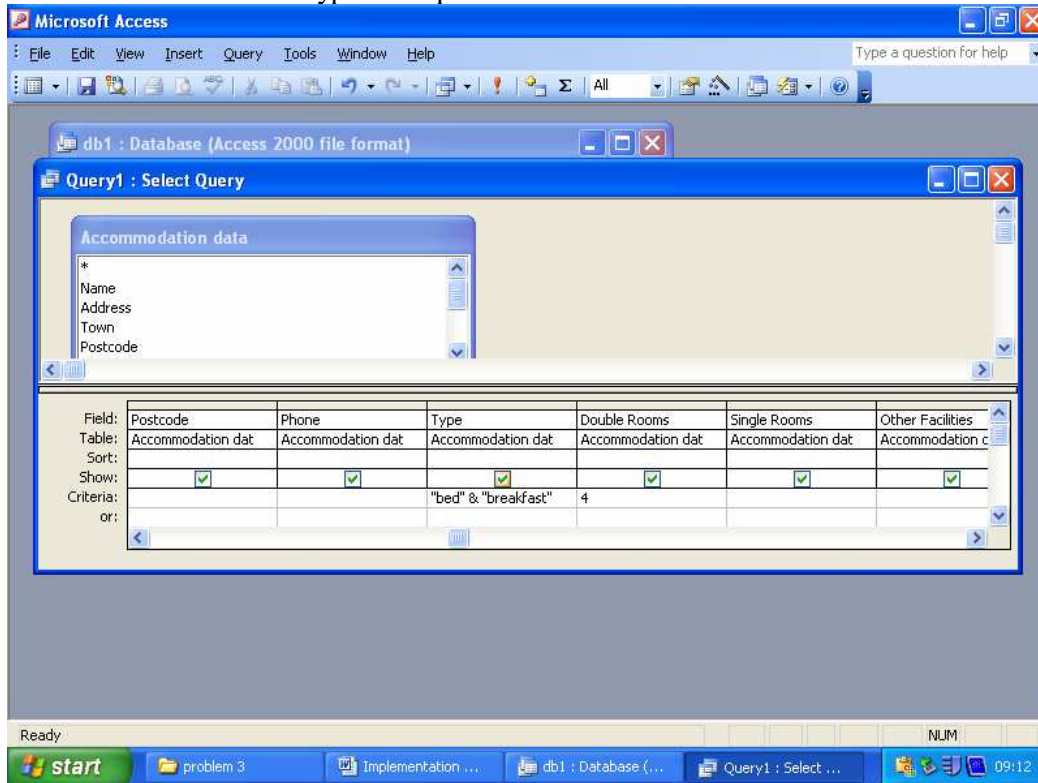
After I selected the option, an option bar came up where it had accommodation under table and I selected add. The print screen shows the table that came up: -



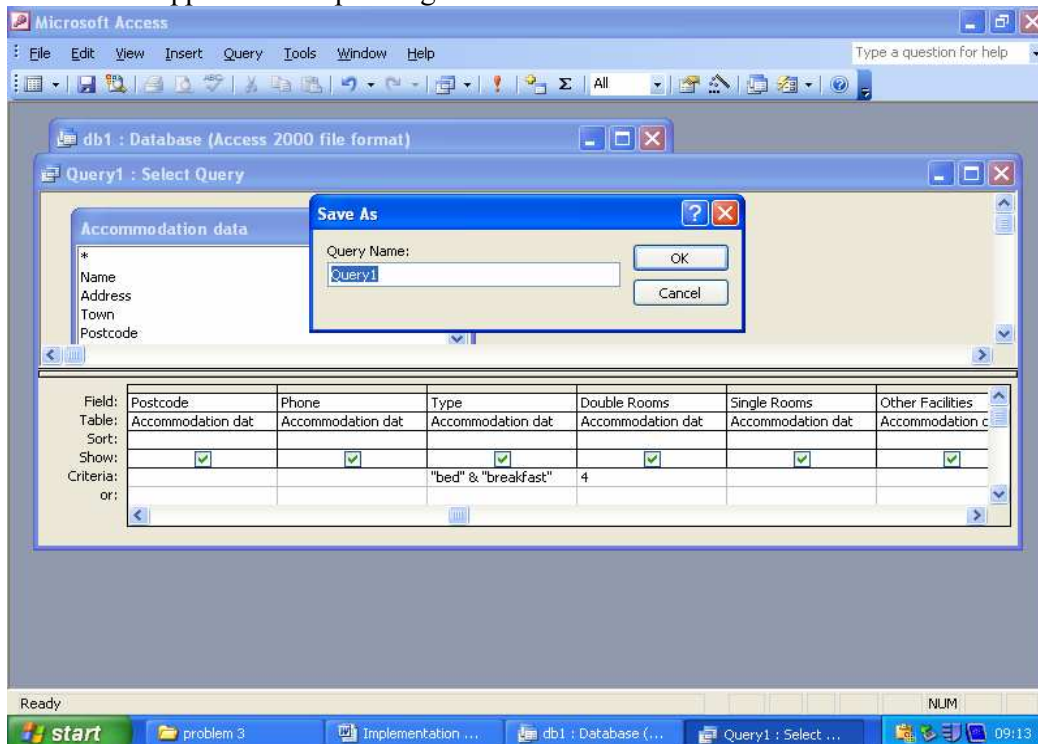
After I selected add, a table came up and the accommodation data. I then double clicked the accommodation data and dragged the data in the relevant filed. This was also time consuming: -



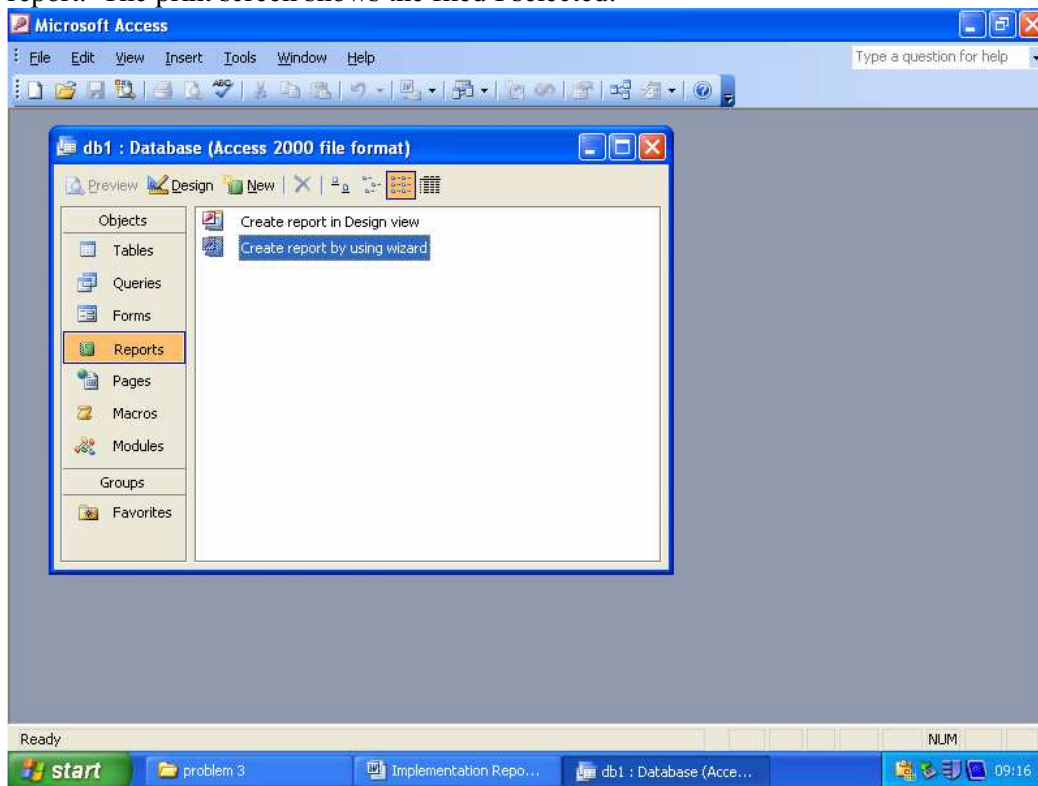
I then inserted the number 4 under the double rooms and inserted the text bed & breakfast under the field type. The print screen shows the text inserted in both fields:-



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

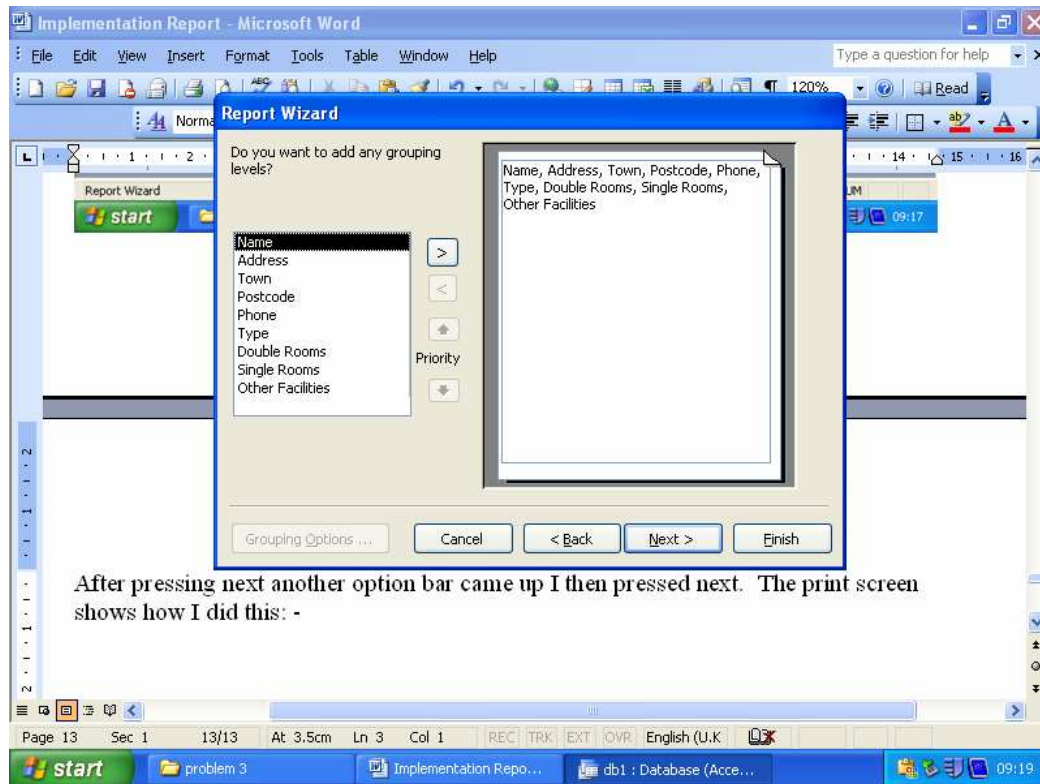


To make my report I went on the database table again and then clicked on the name report. The print screen shows the file I selected: -

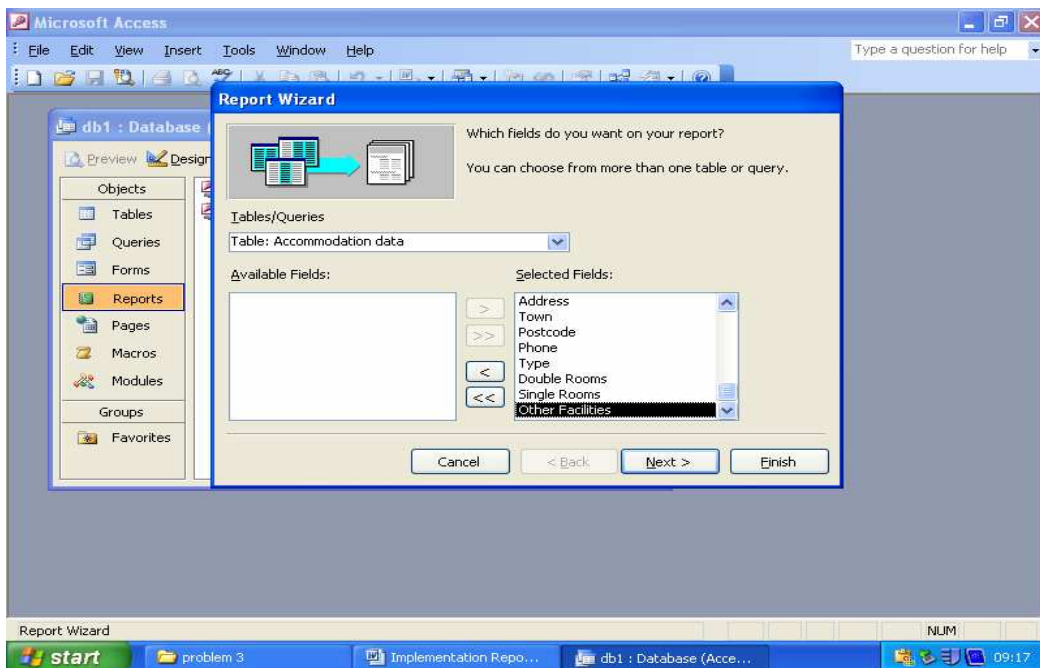


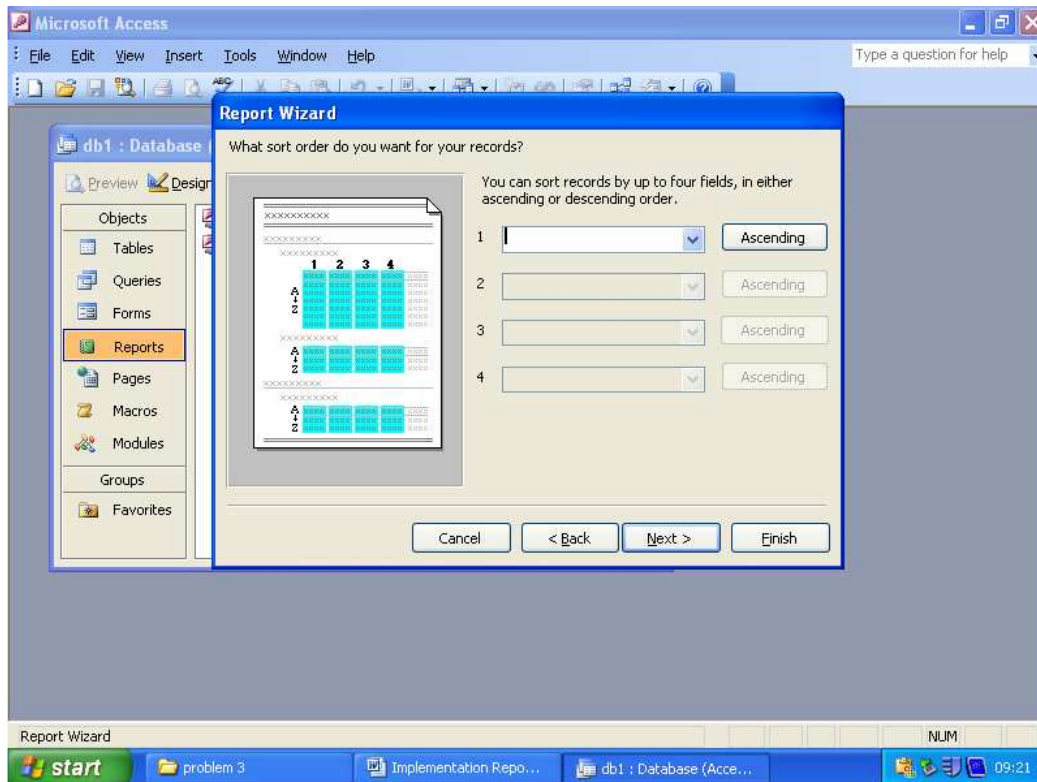
I then double clicked the create report by using wizard and an option bar came where I added all the available fields. The print screen shows the option that came up: -

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

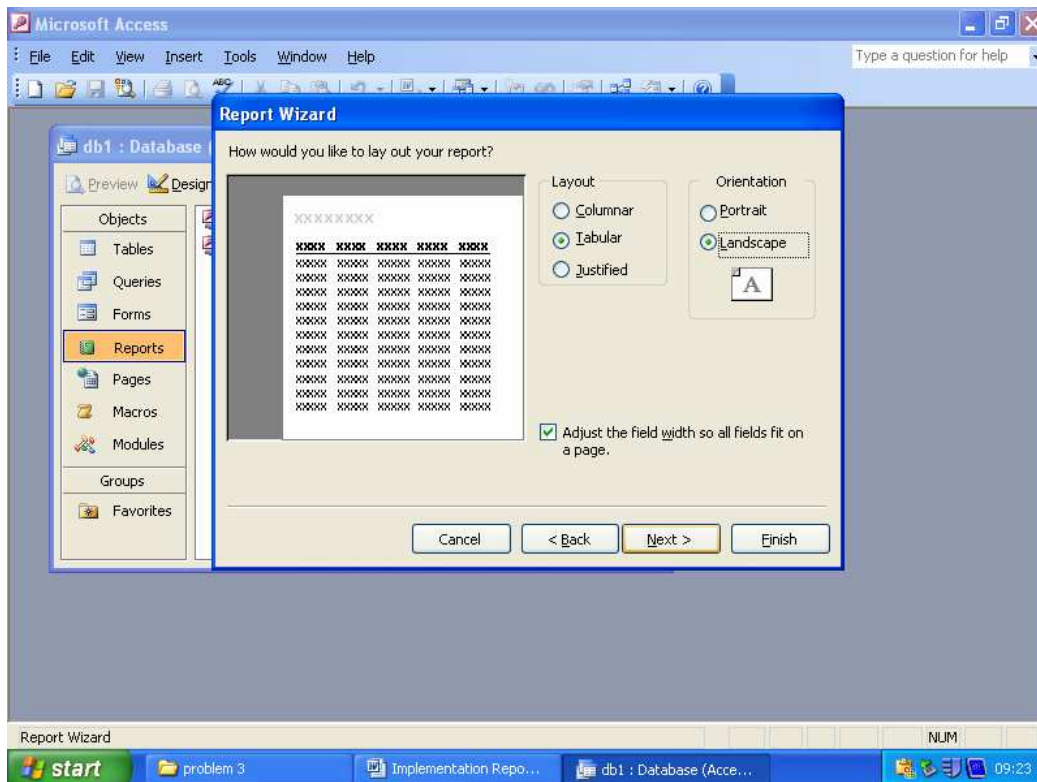


I then pressed next and another option bar came up where I left the fields and selected next. The print screen shows how I did this: -

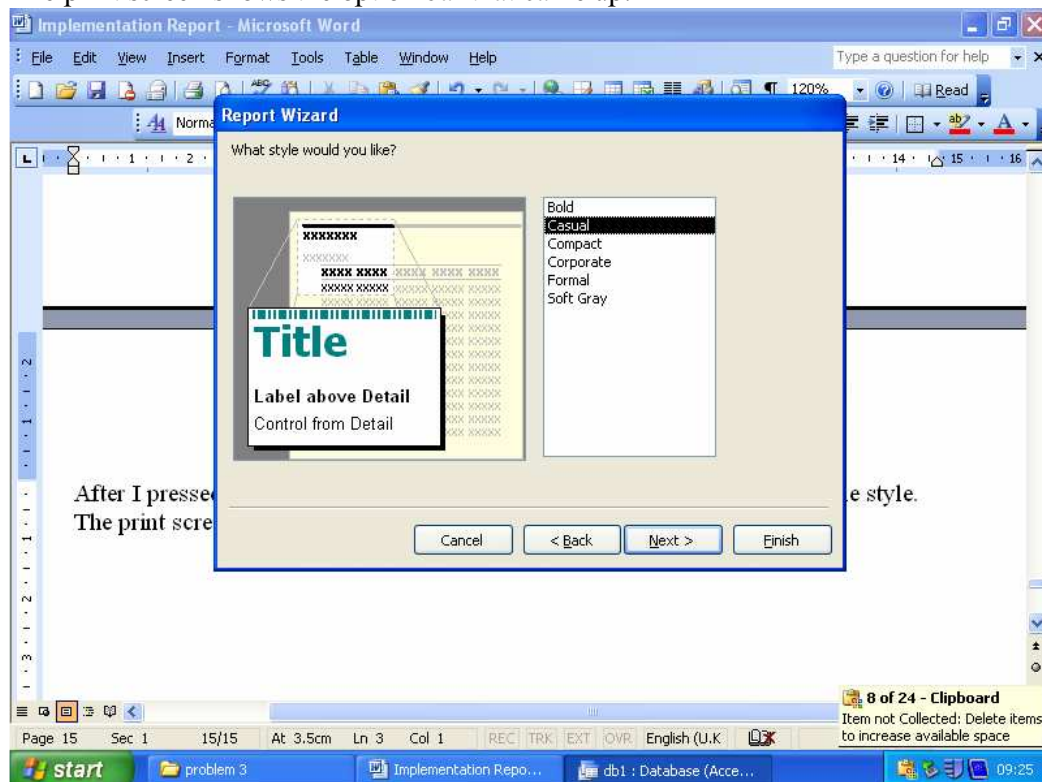




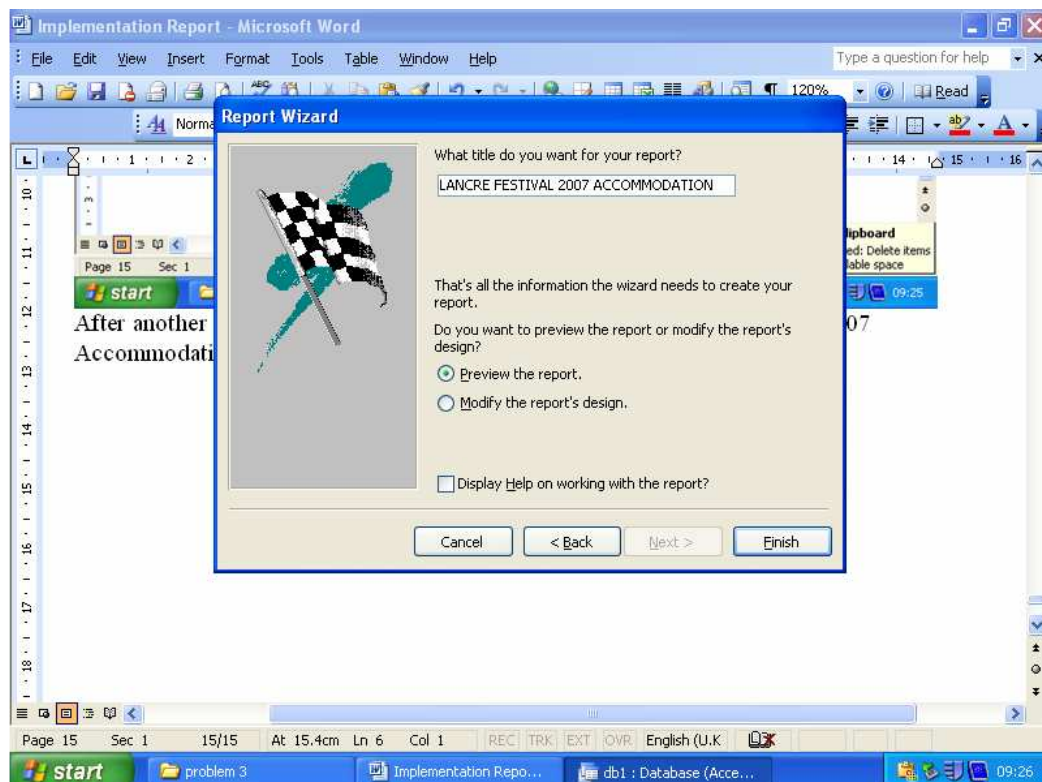
After another option bar came up where I selected the options landscape and the layout tabular. The print screen shows how I did this: -



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: -



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

Microsoft Access - [LANCRE FESTIVAL 2007 ACCOMMODATION]

File Edit View Tools Window Help

Type a question for help

75%

Close Setup

LANCRE FESTIVAL 2007 ACCOMMODATION

Name	Address	Town	Postcode	Phone	Type	rooms	rooms	Other Facilities
Mr P Lamb	18 Bennett Street	Lanore	LN1 3AD	01760 464668	bed & breakfast	4	0	
Greygate Farm	Wood Lane	Lanore	LN3 7JT	01760 894632	caravan site	0	0	shop cafe
Heyes Farm	Goose Lane	Lanore	LN4 5HH	01760 246732	campsite	0	0	shop
Sycamore Guest H	7 Puddle Lane	Lanore	LN4 6JK	01760 224679	bed & breakfast	2	0	
Magnolia Cottage	3 Puddle Lane	Lanore	LN4 8BK	01760 678901	bed & breakfast	1	1	evening meals ava
Mr M Jones	23 Howard Street	Lanore	LN4 9FD	01760 223134	bed & breakfast	4	0	evening meals ava
Station Hotel	86 High Street	Lanore	LN6 5RS	01760 224173	hotel	18	5	restaurant bar
The Manor Hotel	56 Bennett Street	Lanore	LN6 5SD	01760 226625	hotel	25	0	pool restaurant bar
Three Pines	34 Park View	Lanore	LN6 8NM	01760 251697	bed & breakfast	1	2	evening meals ava
High View Farm	Higher Lane	Hickley	LN7 1BJ	01761 224637	bed & breakfast	4	2	
Rookery Farm	Lake View	Lanore	LN7 1CD	01760 023388	campsite	0	0	
Miss L Cooper	67 High Street	Lanore	LN7 2CA	01760 251636	bed & breakfast	4	0	
Hickley Hotel	4 Main Road	Hickley	LN7 3DF	01761 674678	hotel	20	6	restaurant bar
Caspers Cabins	125 Heron Road	Hickley	LN7 3SA	01761 614689	motel	12	0	cafe
Mr K Bradshaw	13 Main Road	Hickley	LN7 4BN	01761 564353	holiday rental	1	3	
Bridge Farm	Water Lane	Hickley	LN7 4CP	01761 684475	campsite	0	0	shop
Mount Hotel	27 Mountfield Roa	Hickley	LN7 4GG	01761 789967	hotel	32	0	fitness centre

14 July 2006

Page: 1 of 2

Ready

NUM

start problem 3 Implementation ... db1 : Database (...) LANCRE FESTIV...

09:28