## IGCSE ICT November 2010 – Database Exam Question

The Step by Step Solution

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#### 2010 Database Task – Walkthrough

Q35 Using a suitable database package, import the file N10EKS.CSV

Assign the following data types to the fields:

Make	Text
Model	Text
Size	Numeric/1 decimal place
Price	Currency/2 decimal places
Skill Level	Text
Wind Condition	Text
Use	Text
Number	Numeric/Integer
Stock Item	Boolean/Logical

Make sure that you use these field names. You may add another field as a primary key field if your software requires this.

Save a screen shot showing the field names and data types used. Print a copy of this screen shot.

Make sure that your name, Centre number and candidate number are included on this printout.

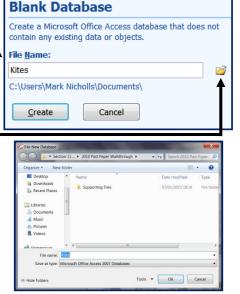
# The solution to task 35 will be detailed over the pages 2 - 10.

#### **Opening a Database - How to do it:**

- **1.** Open Microsoft Access by clicking:
  - Start Button
  - All Programs
  - Microsoft Office
  - Microsoft Access



- 2. Click the Office Button followed by New to open the Blank Database pane on the right-hand side in the window.
- Enter a meaningful File Name: for the database. For example 'Kites' would make sense as this is the type of information that the database will hold.
- Click on the Browse button (yellow folder) and choose where you would like to save your database (Data Manipulation folder). Press or



5. Click on greate and you will be presented with a new database similar to this:

	Home	Create		xternal	l Data Da	tabase Tools	Table Tools Datasheet		Kites : Databa	se (Access 2007)	- Microsoft Access
View Views	New Field	Add Exist Fields	ing Lo Co	a a la com	'Ă Insert ₩ Delete ■ Rename	· *	rmatting	Unique     Is Required	Relationships Relationships	Object Dependencies	
All Tab	les	۲	~		Table1			2			
Table1			٨		ID	Add Net	w Field				
Та	able1 : Ta	ble		*	۸)	lew)					

#### Importing the N10EKS - How to do it:

1. Copy the '2010 Past Paper Walkthrough'folder into your Data Manipulation folder.

2.	Select	the	Exterr	nal	Data	1	tab	t	hen	clie	ck	0	on t	he
	Import T	<b>ext File</b> ic	on.							15		,		
	L				Home Create	External D	ata Da	tabase Tools	Datashee	et				۲
				Saved Imports	Access Excel SharePoint List	XML File	As A	SharePoin PDF or XP		Create Manage E-mail Replies	Work Online	Synchronize	🔄 Discard Change 🙀 Cache List Data	Move to SharePoint
					Import			Export		Collect Data			SharePoint Lists	
				All Tab	les 💌	Import text	file							×
				Table1				nk to data in idth text file.	v Field					
				Ta	able1 : Table	Press F:								
						e Fless F.	r tot more	neib.	J					

**IMPORTANT NOTE:**Files saved in .csv format are considered <u>text files</u>. Each data item is separated from the next by a comma.

3. This icon opens up the Get External Data window like this:

Get External Data - Text File	
Select the source and destination of the data	Use the Browse button to find
Specify the source of the data.	the file <b>'N10EKS.CSV'</b> .
Elle name: :\CES Work\Key Stage 4\JGCSE\Lessons\Section 11 - Data Manipulation\2010 Past Paper Walkthrough\N10EKS.csv Browse	
Specify how and where you want to store the data in the current database.	
<ul> <li>Import the source data into a new table in the current database.</li> <li>If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.</li> <li>Append a copy of the records to the table: Table1</li> <li>If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the</li> </ul>	<b>NOTE:</b> Ensurethe top option button is selected. This ensures
source data will not be reflected in the database.      Link to the data source by creating a linked table.	the data is saved in a new table.
Access will create a table that will maintain a link to the source data. You cannot change or delete data that is linked to a text file. However, you can add new records.	Click on ok
OK Cancel	

IMPORTANT NOTE: A large number of students perform poorly in this section of the exam because they select the bottom option instead of the top one.

4.	The Import Text Wizard window will open.	Import Text Wizard  Your data seems to be in a 'Delimited' format. If it lish', choose the format that more correctly describes your data.
5.	Select the <b>'Delimited'</b> option. This option is for <b>data that is separated by a comma</b> (as is the case in .csv files) Click on Next >	Sample dab from file: H-ICES WORK/REY STAGE 4/BCSE/LESSONG/SECTION 11 - DATA MANEPUATION/2010 PAST PAPER WALKTHROUGH/WIDESS.CSV 1 Marke, Model, Size, Frice, Skill level, Wind condition, Use, Number, Stock item 2 Flysuffer, Speed 2, 12, 1179, Intermediate, New, Wite Surf, 1, -1 4 Flysuffer, Speed 2, 9, 979, Intermediate, Low , Kite Surf, 1, -1 5 Flexifoil, Ion III, 14, 5, 1058. 95, Intermediate, Low , Kite Surf, 0, 0 6 Jorone, Instinct Edge, 11, 927, Experienced, Medium , Xite Surf, 2, -1 7 Flexter Uynn, Synery, 15, 914, Intermediate, Low , Kite Surf, 0, 0 8 Åirush, Flow, 15, 898. 95, Beginner, Low , Kite Surf, 0, 1 9 Åirush, Flow, 10, 818. 95, Beginner, Medium , Kite Surf, 0, 0 10 Jorone, Instinct Sport, 15, 999, Intermediate, Low , Kite Surf, 0, 0 11 Jozone, Frenzy FX, 13, 754. 95, Experienced, Medium , Land Board / 3, -1 12 Zorone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Manta LI, 10, 749. 95, Intermediate, Juw , Snowkite, 1, -1 12 Jozone, Jane Jane Jane Jane Jane Jane Jane Jane
		13] Peter, Lynn, Syneryy, 8, 724, Intermediate, High, Land Board, 3, -1       14] Poter, Yakuza, 14, 719, 95, Experienced, Low, Buggy Racing, 3, -1       (       Adgenced.       Cancel       (Bett)       Best>

6. For the next part of the wizard make sure that the **Comma** option is selected using the option buttons.

Examine the first row of the data and decide if it contains the fieldnames that you need or if it contains the first row of data.

7. If the first row contains the fieldnames, click on the First Row-Contains FieldNames tick box. As you tick the box the first row changes from this to this.

L

	zard			-	A Treasure Dates	
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.						
Choose the d	lelimiter that separates y	fields:				
C Tab	C Semicolon	Comma	Spa	ice <u>O</u> ther:		
0	0	C		0		
First Row C	ontains Field Names			Text Qualifier:	{none} 🔻	
<b>V</b>						
		- 1	L .	Skill level	Wind condition	
	Model Speed 2		Price 1179	Skill level Intermediate		Land Board
	Speed 2 Ion III			Intermediate		Land Board Kite Surf
		F	979	Intermediate		Land Board
	Speed 2	8			High	Lang Board
					L .	
Flexifoil	Ion III			Intermediate		Kite Surf
Flexifoil Dzone	Instinct Edge	11	927	Experienced	Medium	Kite Surf
Flexifoil Dzone Peter Lynn	Instinct Edge Synergy	11 15	927 914	Experienced Intermediate	Medium Low	Kite Surf Land Board
Flexifoil Dzone Peter Lynn Airush	Instinct Edge Synergy Flow	11 15 15	927 914 898.95	Experienced Intermediate Beginner	Medium Low Low	Kite Surf Land Board Kite Surf
Flexifoil Dzone Peter Lynn Airush Airush	Instinct Edge Synergy Flow Flow	11 15 15 10	927 914 898.95 818.95	Experienced Intermediate Beginner Beginner	Medium Low Low Medium	Kite Surf Land Board Kite Surf Kite Surf
Flexifoil Dzone Peter Lynn Airush Airush Dzone	Instinct Edge Synergy Flow Flow Instinct Sport	11 15 15 10 15	927 914 898.95 818.95 999	Experienced Intermediate Beginner Beginner Intermediate	Medium Low Low Medium Low	Kite Surf Land Board Kite Surf Kite Surf Kite Surf
Flexifoil Dzone Peter Lynn Airush Airush Dzone Dzone	Instinct Edge Synergy Flow Flow Instinct Sport Frenzy FX	11 15 15 10 15 13	927 914 898.95 818.95 999 754.95	Experienced Intermediate Beginner Beginner Intermediate Experienced	Medium Low Low Medium Low Low	Kite Surf Land Board Kite Surf Kite Surf Snowkite
Flexifoil Dzone Peter Lynn Airush Airush Dzone Dzone Dzone	Instinct Edge Synergy Flow Flow Instinct Sport Frenzy FX Manta II	11 15 15 10 15 13 10	927 914 898.95 818.95 999 754.95 749.95	Experienced Intermediate Beginner Beginner Intermediate Experienced Intermediate	Medium Low Low Medium Low Low Medium	Kite Surf Land Board Kite Surf Kite Surf Kite Surf Snowkite Land Board / Snowkite
Flexifoil Dzone Peter Lynn Airush Dzone Dzone Dzone Peter Lynn	Instinct Edge Synergy Flow Flow Instinct Sport Frenzy FX Manta II Synergy	11 15 10 15 13 10 8	927 914 898.95 818.95 999 754.95 749.95 724	Experienced Intermediate Beginner Intermediate Experienced Intermediate Intermediate	Medium Low Low Medium Low Low Medium High	Kite Surf Land Board Kite Surf Kite Surf Kite Surf Snowkite Land Board / Snowkite Land Board
Flexifoil Dzone Peter Lynn Airush Dzone Dzone Dzone Peter Lynn	Instinct Edge Synergy Flow Flow Instinct Sport Frenzy FX Manta II	11 15 15 10 15 13 10	927 914 898.95 818.95 999 754.95 749.95	Experienced Intermediate Beginner Intermediate Experienced Intermediate Intermediate	Medium Low Low Medium Low Low Medium	Kite Surf Land Board Kite Surf Kite Surf SnowKite Land Board / SnowKite Land Board Budow Racing
Flexifoil Dzone Peter Lynn Airush Dzone Dzone Dzone Peter Lynn	Instinct Edge Synergy Flow Flow Instinct Sport Frenzy FX Manta II Synergy	11 15 10 15 13 10 8	927 914 898.95 818.95 999 754.95 749.95 724	Experienced Intermediate Beginner Intermediate Experienced Intermediate Intermediate	Medium Low Low Medium Low Low Medium High	Kite Surf Land Board Kite Surf Kite Surf Kite Surf Snowkite Land Board / Snowkite Land Board
Flexifoil Dzone Peter Lynn Airush Dzone Dzone Dzone Peter Lynn	Instinct Edge Synergy Flow Flow Instinct Sport Frenzy FX Manta II Synergy	11 15 10 15 13 10 8	927 914 898.95 818.95 999 754.95 749.95 724	Experienced Intermediate Beginner Intermediate Experienced Intermediate Intermediate	Medium Low Low Medium Low Low Medium High	Kite Surf Land Board Kite Surf Kite Surf SnowKite Land Board / SnowKite Land Board Budow Racing

<u> </u>	b <u>S</u> emicolon (	<u>C</u> omma	🔘 Sga	ace <u>O</u> ther:		
First I	Row Contains Field Names			Text Qualifier:	{none} <	
Make	Model	Size	Price	Skill level	Wind condition	Use
Flysurfe	er Speed 2	12	1179	Intermediate	Medium	Land Board
Flexifo	l Ion III	16.5	1138.95	Intermediate	Low	Kite Surf
Flysurfe	er Speed 2	8	979	Intermediate	High	Land Board
Flexifo	il Ion III	14.5	1058.95	Intermediate	Low	Kite Surf
Ozone	Instinct Edge	11	927	Experienced	Medium	Kite Surf
Peter Ly	nn Synergy	15	914	Intermediate	Low	Land Board
Airush	Flow	15	898.95	Beginner	Low	Kite Surf
Airush	Flow	10	818.95	Beginner	Medium	Kite Surf
Ozone	Instinct Sport	15	999	Intermediate	Low	Kite Surf
Ozone	Frenzy FX	13	754.95	Experienced	Low	Snowkite
Ozone	Manta II	10	749.95	Intermediate	Medium	Land Board / Snowkit
Peter Ly	nn Synergy	8	724	Intermediate	High	Land Board
Ozone	Yakuza	14	719.95	Experienced	Low	Buggy Racing
	Frenzy FX	11	718.95	Experienced	Medium	Snowkite

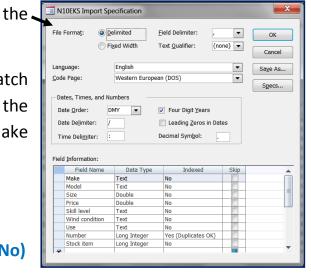
8. Click on Advanced... to open ImportSpecification window.

Check that all fieldnames and data types match those specified in task 35. In this case the Size, Priceand Stock Item fields are not correct. Make the following changes:

- Size field needs changing to Long Integer
- Price field needs changing to Currency
- Stock Item needs changing to Boolean (Yes/No)
- 9. To make these changes, click on the Data Type cell for each of the fields and use the drop-down list to select the correct options as described in the list above.

Your completed fields and data types list should look like the following screenshot.

N10EKS Imp	ort Specification				×		
File Forma <u>t</u> :	le Forma <u>t</u> : <u>O</u> elimited <u>F</u> ie			•	ОК		
	Fixed Width	Т	ect Qualifier: {r	ione} 💌	Cancel		
Language:	English			•	Save As		
Code Page:	Western Eur	opean	(DOS)	-	_		
					Specs		
– Dates, Times,	and Numbers						
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Date Order:	DMY 💌	~	Four Digit <u>r</u> ears				
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Time Deli <u>m</u> ite	r: :		-	ates 			
Time Deli <u>m</u> ite	r: :		cimal Sym <u>b</u> ol:	•			
Time Delimite	r: : n: ame Data Ty;	pe	cimal Sym <u>b</u> ol:	•	Î		
Time Delimite	r: : n: ame Data Ty; Text	pe	ecimal Sym <u>b</u> ol:	•			
Time Delimite Field Informatio Field N Make Model	r: : ame Data Ty; Text	pe	Eimal Sym <u>b</u> ol:	•			
Time Delimite Field Informatio Field N Make Model Size	r: : ame Data Typ Text Text Long Integer	pe	Indexed No No	•			
Time Delimite Field Informatio Field N Make Model Size Price	r: : ame Data Tyj Text Long Integer Currency Text	pe	Indexed Indexed No	•			
Time Delimite Field Informatio Field N Make Model Size Price Skill level	r: : ame Data Tyj Text Long Integer Currency Text	pe	Indexed No No No No	•			
Time Delimite Field Informatio Field Nodel Make Model Size Price Skill level Wind cond	r: : ame Data Tyy Text Long Integer Currency Text tition Text	pe r	Indexed Indexed No No No No No No No	•			



N	LOEKS Impo	ort Spe	ecification					<b>X</b>
File I	Forma <u>t</u> :	~ -	limited ed Width	-	eld Delimiter: ext <u>Q</u> ualifier:	, {nor	▼ ne} ▼	OK Cancel
Lang	uage:		English				-	Save As
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					(/			Specs
- Da	es, Times, a	and Nu	mbers -					
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_	Ι			_				
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Tir	me Deli <u>n</u> iter:	: :		D	ecimal Sym <u>b</u> ol:			
Field	I Information							
	Field Na	me	Data Type		Indexed		Skip	A
	Make	_¥	Text		No			
	Model		Text		No			
	Size		Long Integer	•	No			
	Price		Yes/No		P			
	Skill level		Byte Integer		P		1	
	Wind condit	ion	Long Integer		D			
	Use Number		Currency		es (Duplicates	01		
	Stock item		Single		rs (Duplicates			
*	Stock Itelli		Double		1			
			Date/Time					
_		_	Text			_		

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When all of the changes have been made, click on ok



**11.**On the screen where Access is asking you about a **Primary Key** you should ensure that you select the option **'Let Access addprimarykey'**.

	🗄 Impo	rt Text Wizard	-			-	-	
1		2 XXX XXX XXX		ss recommends that you do y each record in your table				table. A primary key is used to ore quickly.
I		3 XXX XXX XXX 2 XXX XXX XXX 4 XXX XXX XXX	<u> </u>	s add primary key.				
l			No prima	ny own primary key. ny key.			•	
	ID	Make	Model	Colour	PPrice	SPrice	Voar	Extras
	1	TVR	Tuscan	Black				Alloy Wheels Air Conditio
	2		C200		4995	5995		Air Conditioning
	3	Toyota				15895		Leather Seats Air Conditi
	4	BMW	Z3	Metallic black	4665	5635	2000	Alloy Wheels
	5	Tovota	Celica	Red	21995	24695	2008	Air Conditioning Allov Wh

This adds a new field called **ID** to the table.

**NOTE:** Primary Keys ensure that each record can be uniquely identified.

12.Click on Next > .	
	Import Text Wizard
13.In the Import to Table:boxenter' <del>tblKites'</del> .	That's all the information the wizard needs to import your data. Import to Table:
	tblKites

NOTE: This is a meaningful table name. The 'tbl' shows you that it is a table and the 'Kites' gives an idea of what kind of data is being held.

**14.**Click on \_\_\_\_\_\_ to import the data and then \_\_\_\_\_\_ to close the wizard.

#### **15.**Double click on **tblKites** to display the imported information which should look

like this:

		3 57 (2)		Ŧ					Table	Tools	Kites : Da	ataba	se (Access 2	2007) -	Microsoft Acc	cess		
	<b>U</b>	Home	reate	E	der	nal Data	Data	base Tools	Data	sheet								
	View	Paste	Ca	alibri I	U	• [ <u>A</u> •] <u>(</u> <u>A</u> •	11	• = = • = •	1			Refre	sh	ve	∑ Totals Spelling More ▼	$ \begin{array}{c}                                     $	Filter	✓ Selection ▼ ▲ Advanced ▼ ✓ Toggle Filter
l	Views Clipboard 🖻				Font			- Ga	Rich T	ext		Re	cords			Sort	& Filter	
	All Table	es 💿 «	[ ⊞	tblKi	tes													
	tblKites	\$		ID	-	Make	*	Model	-	Size 👻	Price	Ŧ	Skill lev	vel 👻	Wind cond	ition	-	Use
	tbl	Kites : Table			1	Flysurfer		Speed 2		12	\$1,179		Intermed		Medium		Lan	d Board
	1				2	Flexifoil		Ion III		16	\$1,138	3.95	Intermo	liata	Low		Kit	e Surf
+hlki	itos — c	ontainin	σ		3	Flysurfer		Speed 2		8	\$979	9.00	Interme		Imported		Lan	d Board
			-		4	Flexifoil		Ion III		14	\$1,058	3.95	Interme				Kit	e Surf
he in	mported .csv data			5	Ozone		Instinct Edg	e	11	\$927	7.00	Experier		records		Kit	e Surf	

#### Amending Field Properties – how to do it:

 Changes to the field types, or other properties, can be made from the Home tab. In the Views section, click on the Design View icon.



		Table Tools	Kites : Database (Acce	ss 2007) - Microsoft	
Home Create	External Data Database Too	ols Design		۲	2.
View Primary Builder Test V Key F	Insert Rows       Image: Section 2       Image: S	Property Indexes Sheet			Siz
Views	Tools	Show/Hide			са
All Tables 💿 «	tblKites			×	cu
tblKites 🏾 🏦	Field Nan		Data Type	Description	<b>-</b>
tblKites : Table	₿ ID		itoNumber		mo
	Make	Te			
	Model		xt		vie
	Size		umber 💌		VIE
	Price		irrency		
	Skill level	Те			- De
	Wind condition	Te	Field Properties		
			Field Properties		
	General Lookup				th
	Field Size	Long Integer			CIT
	Format				
	Decimal Places	Auto			
	Input Mask Caption				۸ م
	Default Value		The d	lata type determines the kind of values that	As
	Validation Rule			can store in the field. Press F1 for help on	
	Validation Text			data types.	1d
	Required	No			TO
	Indexed	No			
	Smart Tags	0.1			
	Text Align	General			
Design view. F6 = Switch panes.	F1 = Help.			🗖 🖨 😃 😽 💒	
	-T-				

2. The task instructed you to set the Sizefield to 1 decimal place. You can check this by clicking the left mouse button in the Sizefield and viewing the number of Decimal Places in the Generaltab at the bottom of the window.

As you can see this is <u>not set</u> to **1decimalplace**but set to 'Auto'.

tblKites				
	d Name	Dat	а Туре	
😵 ID		AutoNum	ber	'Αι
Make		Text		
Model		Text		list
Size		Number		list
Price		Currency		
Skill level		Text		
Wind conditio	n	Text		
		Fiel	Proper	
General Lookup				
Field Size	Long Integ	er		
Format Decimal Places	Auto			
Input Mask	Auto			
Caption			Ξ	Use
Default Value	1			
Validation Rule	2			Pri
Validation Text	3			
Required	4			dat
Indexed	5			uu
Smart Tags	7			
Text Align				

Click on the cell containing
 Auto' and use the drop-down ist to set this to 1 decimal place.

Use the same method to set the Price field (which is currency data type) to 2 decimal places.

	tblKites		
	Field Na	me	Data Type
P	ID		AutoNumber
	Make		Text
	Model		Text
	Size		Number
	Price		Currency
	Skill level		Text
	Wind condition		Text
			Field Prope
	General Lookup		
	ormat		
IF	Decimal Places	Auto	-
	nput Mask	Auto	<b>A</b>
	Caption Default Value		
	alidation Rule	2	
	alidation Text	3	
R	Required	4	
	ndexed	5	
s	mart Tags	6	
Т	ext Align	/	

4. To change the Boolean field so that it		tblKites				
displays (Vos' or No' click in the Stock		Field Name	e	Data	Туре	
displays 'Yes' or'No', click in the Stock -	8	ID		AutoNumbe	r	
Item field and in the General tab select		Make		Text		
		Model		Text		
the <b>Format</b> cell.		Size		Number		
		Price		Currency		
		Skill level		Text		
		Wind condition		Text		
	Ν	Use		Text		
		Number		Number		
		Stock item		Yes/No		
				Field	Proper	ties
		General Lookup				
		Format	Yes/No		•	
		Caption	True/False	True		
• The she she she she was been been as a second she		Default Value	Yes/No On/Off	Yes On		
5. Use the drop-down list to select the		validation Rule Validation Text		On		
Yes/No option.			No			The displa
			General			defined form

6. Save the database for later use by clicking the 📑 symbol.

Section 11: Data Manipulation

#### Taking a screenshot – how to do it:

- 1. Open your Kites Table in Design View. —
- 2. The task asks you to take a screenshot of the Field Names and Data Types used within the table. To do this, simply press PrtScn on the keyboard.
- **3.** Open up an **empty Microsoft Word document** and then click **Paste**.
- 4. Add your Name, Centre Number and Candidate Number to the Footer.

Your finished screenshot should look something like this:

blickes:Table     V ID     AutoNumber      Auke Text      Make Text      Model Text      Size Number      Price Currency      Siillevel Text      Wind condition Text	
- Skill level Text Wind condition Text	
Use Text	
Number Number Stock item Yes/No Field Properties	-
General Lookup Field Size Long Integer New Values Increment Pormat Ception Indexed Yes (No Duplicates) Smart Tags Test Align General A field name can be up to 64 characters long, including space. Pres IT for help on field name:	
Design view. F6 = Switch panes. F3 = Help.         Num Lock.         D & G & G & G           Page 9 of 9         Words. 544         Image: Sign of the sign of th	

5. Print a copy of your screenshot.



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Make	Model	Size	Price	Skill Level	Wind	Use	Number	Stock Item
					Condition			
Airush	Vapour	16	999	Beginner	Low	Kite Surf	1	Yes
Best	Nemesis	12	979	Beginner	Medium	Kite Surf	1	Yes
Airush	Flow	5	699	Beginner	High	Kite Surf	1	Yes

Q37 Save the data.

#### Inserting new records - How to do it:

**1.** Double click on **tblKites** to view the records.

-98	1 - 6	•	₹					Table	Tools	Kites : D	)ataba	se (Access 2007)	- Microsoft Ac	cess		
	Home	Create	E	ixter	mal Data	Data	base Tools	Data	sheet							
Viev			alibri BJ	U	• <u>A</u> • <u>&amp;</u>	11	• = =	: 3			Refre	esh	∑ Totals	$ \begin{array}{c}  A \\  Z \\  A \\  A \\  Z \\  \end{array} $	Filter	Selection •
View	/s Clipboard	ā 📃			Font			- Gi	Rich	Text		Records			So	rt & Filter
All T	ables 💿 🔹		tbik	ites												
tblK	ites 🌣		ID	Ŧ	Make	Ŧ	Model	Ŧ	Size 👻	Price	e 👻	Skill level	<ul> <li>Wind cond</li> </ul>	dition	Ŧ	Use
	tblKites : Table			1	Flysurfer		Speed 2		12	\$1,17	9.00	Intermediate	Medium		ŕ	and Board
	1			2	Flexifoil		Ion III		16	\$1,13	8.95	Intermediat	Datab	200	i	ite Surf
	<b>e</b>	1		3	Flysurfer		Speed 2		8	\$97	9.00	Intermediat	Datab	ase		and Board
	tblKites			4	Flexifoil		Ion III		14	\$1,05	8.95	Intermediat	Reco	rds		ite Surf
		-		5	Ozone		Instinct Edg	e	11	\$92	7.00	Experienced	wearan		K	ite Surf

Scroll to the bottom of the table and look for the row which is marked with an asterix (\*). The asterix indicates that this row is where new records are input.

	141 Ozone 142 Peter		7		Beginner Intermediate	Medium Low	Kite Surf Buggy / Land Board	0	No No
	142 Peter 143 Peter	,	4		Intermediate		Buggy	0	No
*	(New)	<b>X</b>		<b>A</b>	1				
		New record	s inserte	d here					

#### **3.** Enter the **3 new records** as specified in task 36.

	ID 🔻 Make 👻	Model -	Size 👻	Price 🔹	Skill level 🕞	Wind condition 👻	Use 🗸	Number 🔹	Stock item 👻 🖌
	143 Peter Lynn	Reactor	4	\$219.95	Intermediate	Medium	Buggy	0	No
	144 Airush	Vapour	16	\$999.00	Beginner	Low	Kite Surf	1	Yes
	145 Best	Nemesis	12	\$979.00	Beginner	Medium	Kite Surf	1	Yes
	146 Airush	Flow	5	\$699.00	Beginner	High	Kite Surf	1	Yes
*	(New)								

#### Checking data entry - How to do it:

All this requires you to do is to **read through the new records** that you have entered and double check that they **match those stated in task 36**.

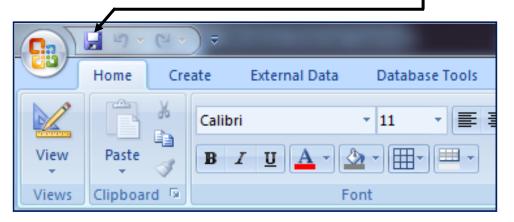
It is vital that your data entry is **EXACTLY** the same as the information stated in the question or you will run into problems when you come to search the database later in the exam.

Remember task 36 required you to add the following records:

Make	Model	Size	Price	Skill Level	Wind	Use	Number	Stock Item
					Condition			
Airush	Vapour	16	999	Beginner	Low	Kite Surf	1	Yes
Best	Nemesis	12	979	Beginner	Medium	Kite Surf	1	Yes
Airush	Flow	5	699	Beginner	High	Kite Surf	1	Yes

#### Save the data - How to do it:

To save the new records in the table simply press the **Save button** which you can find to the right of the Office Button (top left of the screen).



Q38	Produce a <u>report</u> which:
	1. Contains a new field called Order which is calculated at run-time. This field
	will calculate the Price multiplied by 3
	2. Has the Order field set as currency with 2 decimal places
	3. Shows only the records where Number is less than 2 and Stock item is Yes
	4. Shows all the fields and their labels in full
	5. Fits on a single page
	6. Has a page orientation of landscape
	7. Sorts the data into ascending order of Make (with Airush at the top)
	8. Calculate the total value of kites to be ordered and:
	<ul> <li>Shows this total value at the <b>bottom of the Order column</b></li> </ul>
	<ul> <li>Formats this total value to currency with no decimal places</li> </ul>
	<ul> <li>Has the label <b>'Total order value'</b> for the total value</li> </ul>
	9. Include the heading 'Kites we need to restock' at the top of the page
	10. Has your Name, Centre Number and Candidate Number on the left footer
	of each page.
This	task is the most difficult of them all. It requires you to produce a report.

However before you can make the report you must create something called a query.

#### What is a query?

A query is a way to **search through the data stored in the database** to produce meaningful results.

In this question the query needs to search the database in 2 ways:

- 1. Search the information where Number is less than 2ANDStock Item is 'Yes'.
- Includes a field called 'Order' which is calculated at run-time and multiplies the Price field by 3.

#### What is a report?

A report is a method we use to **display our information in the clearest way possible**. Reports are essentially the **output** of the database.

The report in this question only wants us to display information that meets certain criteria and, therefore, we also need to create a <u>query</u>.

**NOTE:** You <u>MUST</u> be able to determine the difference between a query and a report in this task. In short:

- Any tasks which sound like you need to **search for information** are tackled within the **query**.
- Any tasks which sound like they are talking about the **display of the information** should be tackled within the **report**.

#### Creating the query – How to do it:

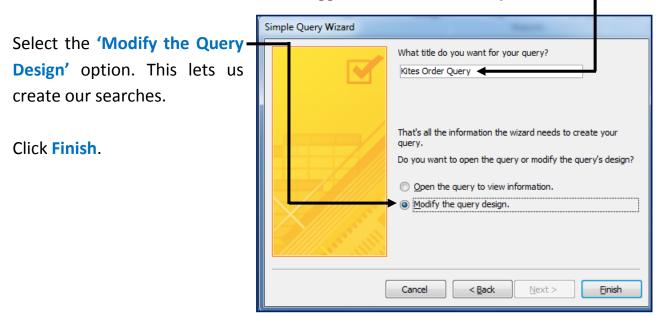
1. Click Create and then Query Wizard.

Kites :	Database (Access 2007) - Microsoft Access
Home Create External Data Database Tools	
Table       Table       SharePoint       Table       Form       Split       Multiple       Blank F         Tables       Tables       Form       Split       Multiple       More F	
All Tables 📀 «	Query Wizard
<ol> <li>Select Simple Query Wizard then click of</li> <li>On the next screen, you should make s that tblKitesoption is selected. Use</li> </ol>	ure the the
Available Fields: window into Selected Fields:window.	the the Cancel
Simple Query Wizard	Simple Query Wizard
Which fields do you want in your query? You can choose from more than one table or query.	Which fields do you want in your query? You can choose from more than one table or query.
Iables/Queries       Table: tblKites       Available Fields:       ID       Make	Iables/Queries     Selected       Table: tblKites     Selected       Available Fields:     Selected Fields:
Model Size Price Skillevel Wind condition Use	Make Model Size Price Skill level Wind condition Use
Available	Cancel <back next=""> Einish</back>
Fields	e   16

4. Select the 'Detail – show every field of every record' option then press Next. (If the task required a summary of data then you would choose 'Summary')

	Would you like a detail or summary query?
1 aa	Detail (shows every field of every record)
2 aa 3 cc	© <u>S</u> ummary
1 bb	Summary Options
3 dd	
1 aa	
2 aa 3 bb	
4 cc	
5 dd 88	
6 dd	

5. Choose a name which suits the task. I suggest 'Kites Order Query'.



This takes us to the **Query Design screen** and from here we can tell Access which data we would like to search for:

Kites Or	der Query											×
tb	IKites											
	*											
	🖁 ID											
	Make					Quary	Docign					
	Model					Query	Design					
	Size Price											
	Skill level											
	Wind conditio	on										
	Use											
	Number											
	Stock item											
4												
												-
Field:	[ID]	[Mak	el	[Model]	[Size]	[Price]	[Skill level]	[Wind condition	[Use]	[Number]	[Stock item]	-
	tblKites	tblKit		tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	
Sort:												
Show:	<b>V</b>		<b>V</b>	$\checkmark$	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	_ 1
Criteria: or:												- 1
01.												
	۹ 📖											•

#### Creating the Calculated Field 'Order' – How to do it:

**The problem:**Produce a report which:

 Contains a new field called <u>Order</u> which is calculated at run-time. This field will calculate the Price multiplied by 3

Calculated fields only work during run-time. This means that the calculation is made as the query is activated or ran.

## **NOTE:** It is important to understand that Calculated fields are ALWAYS created within queries..... nowhere else.

- **1.** In query design view find the **Stock Item field**.
- 2. Click the mouse cursor into the **empty field** to the right of Stock Item.

_									
									•
[									_
Field:	[Model]	[Size]	[Price]	[Skill level]	[Wind condition	[Use]	[Number]	[Stock item]	-
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	
Sort:									
Show:	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	
Criteria:									
or:									
									-
	4		Euro I						•

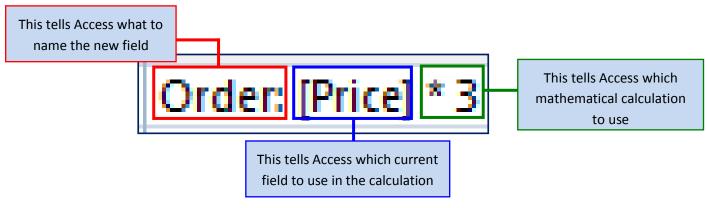
3. In the empty field type Order: [Price] \* 3

This creates a new field called 'Order'.

The Order field will store the result of the [Price] fieldmultiplied by 3.

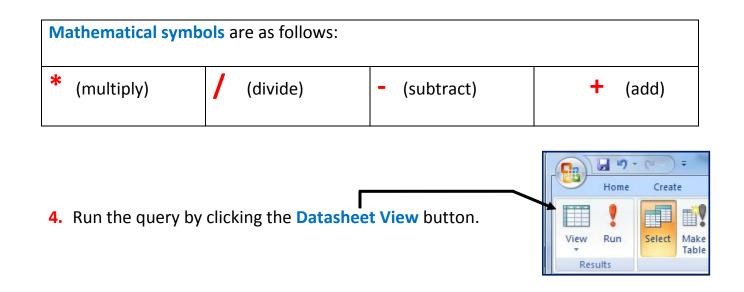
[Stock item]	Order: [Price]*3	
tblKites		
<b>V</b>	<b>v</b>	

#### Breakdown of what is happening here:



**NOTE:** It is essential that you follow the **correct syntax**. For example:

- Correct order
- Using a colon (:) after the new field name
- Using square brackets [] to surround the current field's name
- Using the correct mathematical symbol (see below)



Your query result will be displayed with a **calculated field** called **Order** that contains the **Price field multiplied by 3**.

10	) 🔻	Make 🔫	Model 👻	Size 👻	Price 👻	Skill level 🔫	Wind conditior -	Use 👻	Number -	Stock iten 👻	Order -
	1 FI	lysurfer	Speed 2	12	\$1,179.00	Intermediate	Medium	Land Board	1	Yes	\$3,537.00
	2 Fl	lexifoil	Ion III	16	\$1,138.95	Intermediate	Low	Kite Surf	1	Yes	\$3,416.85
	3 Fl	lysurfer	Speed 2	8	\$979.00	Intermediate	High	Land Board	1	Yes	\$2,937.00
	4 FI	lexifoil	Ion III	14	\$1,058.95	Intermediate	Low	Kite Surf	0	No	\$3,176.85
	5 O	zone	Instinct Edge	11	\$927.00	Experienced	Medium	Kite Surf	2	Yes	\$2,781.00
	6 P	eter Lynn	Synergy	15	\$914.00	Intermediate	Low	Land Board	3	Yes	\$2,742.00
	7 A	irush	Flow	15	\$898.95	Beginner	Low	Kite Surf	0	Yes	\$2,696.85
	8 A	irush	Flow	10	\$818.95	Beginner	Medium	Kite Surf	0	No	\$2,456.85
	9 O	zone	Instinct Sport	15	\$999.00	Intermediate	Low	Kite Surf	0	No	\$2,997.00
	10 O	zone	Frenzy FX	13	\$754.95	Experienced	Low	Snowkite	1	Yes	\$2,264.85
	11 O	zone	Manta II	10	\$749.95	Intermediate	Medium	Land Board / Snowkite	2	Yes	\$2,249.85
	12 P	eter Lynn	Synergy	8	\$724.00	Intermediate	Н			Yes	\$2,172.00
	12.0		Maluura	4.4	4740.05	Fun eniene el	Order fiel	d multiplies the co	ontents	¥	40.450.05

#### Setting the 'Order' field to currency and 2 decimal places – How to do it:

All Tables

tblKites

tblKites : Table

▼ ≪

\$

Desig

Design View

Collect and Update Data via E-mail

**The Problem:** Produce a report which:

- 2. Has the Order field set as currency with 2 decimal places
- Open the Kites Order Query in Design View. To do this, right click the query and then select Design View.
- 2. Highlight the Order field then right click and select Properties.

Use	Number		Stock S		Order: [Price]*3	-
tblKites	tblKites	<b>V</b>	XYZ	Table <u>N</u> ames		
			*	Cu <u>t</u>		
				<u>С</u> ору		
			8	<u>P</u> aste		
				<u>B</u> uild		
			Q	<u>Z</u> oom		
			► 😭	<u>P</u> roperties		

- **3.** In the Properties Sheet change the **Format** to **Currency** by using the drop-down list.
- Run the query in Datasheet View and check to make sure that your Order field is set to Currency.

Kites Order Query				X
Wind conditior 👻	Use	Number 👻	Stock iten 👻	Order 🔻
Medium	Land Board	1	Yes	\$3,537.00
Low	Kite Surf	1	Yes	\$3,416.85
High	Land Board	1	Yes	\$2,937.00
Low	Kite Surf	0	No	\$3,176.85

Property Sheet	×
Selection type: Field Prop	erties
General Lookup	
Description	
Format	Currency 🔍
Input Mask	Long Date 🔺
Caption	Medium Date
Smart Tags	Short Date
Text Format	Long Time
	Medium Time
	Short Time
	General Numbe
	→ Currency
	Euro

**NOTE:** Currency fields should be set to 2 decimal places by default.

#### Creating some query search criteria – How to do it:

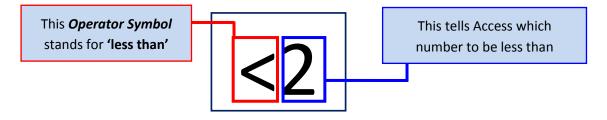
The Problem: Produce a report which:

3. Shows only the records where Number is less than 2 and Stock item is Yes

- All Tables ~ 1. Open the Kites Order Query in Design View. tblKites \$ tblKites : Table Kites Order Query 2. Click in the Criteria: section of Number field: 📸 <u>O</u>pen 2 Design View Export Field: ID Make Model Size Price Skill level Wind condition Use Number Stock item Order: [Price]\*3 Table: tblKites Sort: 1 1 1 1 Show: 1 1 1 1 1 1 Criteria: or:
  - As the question requires us to search for only the records where the number is
     less than 2 we need to type in <2</li>

Use	Number	Stoo
tblKites	tblKites	tblK
1	<b>V</b>	
	→ <2	

#### Breakdown of what is happening here:



**NOTE:** Operatorsymbols in the green cells can only be used on Number Fields or Currency Fields. Other operator symbols include:

> (More Than)	< (Less Than)	<= (Less Than or Equal to)				
>= (More than or equal to)	Between And (Between 4 And 8 for example					
= (Equal To)	OR (Low OR Medium OR I	High for example)				
LIKE * * (wordscontaining)	<b>LIKE a*</b> (starting with a)	LIKE *a (ending with a)				

4. Click in the Criteria: section of the Stock Item field:

									1		
Field:	ID	Make	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order: [Price]*3
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	
Sort:											
Show:	<b>V</b>	1	<b>V</b>	1	<b>V</b>	<b>v</b>	<b>V</b>	<b>V</b>		<b>V</b>	<b>V</b>
Criteria:									<2		
or:											

The question wants us to search for records where Stock Item is 'Yes'. To do this simply type Yes into the criteria box.

	Number	Stock item
	thilliter	thillitan
	tblKites	tblKites
	<b>V</b>	<b>V</b>
	<2	Yes

 Run the query in Datasheet View and check to make sure that the database has only returned records that match our criteria (Number less than 2 and Stock Item of Yes).

						A	ll numbers are less than 2			ock items e Yes
Kites Or	der Query									
ID 👻	Make 🗸	Model -	Size 👻	Price 🔻	Skill level 🕞	Wind conditior -	Use 🔹	Number - St	ock iterr 🔻	Order 🕞
145	Best	Nemesis	12	\$979.00	Beginner	Medium	Kite Surf	1	Yes	\$2,937.00
146	Airush	Flow	5	\$699.00	Beginner	High	Kite Surf	1	Yes	\$2,097.00
1	Flysurfer	Speed 2	12	\$1,179.00	Intermediate	Medium	Land Board	1	Yes	\$3,537.00
2	Flexifoil	Ion III	16	\$1,138.95	Intermediate	Low	Kite Surf	1	Yes	\$3,416.85
3	Flysurfer	Speed 2	8	\$979.00	Intermediate	High	Land Board	1	Yes	\$2,937.00
7	Airush	Flow	15	\$898.95	Beginner	Low	Kite Surf	0	Yes	\$2,696.85
10	Ozone	Frenzy FX	13	\$754.95	Experienced	Low	Snowkite	1	Yes	\$2,264.85
16	Flysurfer	Pulse 2	6	\$699.99	Intermediate	High	Land Board	1	Yes	\$2,099.97
31	Flexifoil	Blade IV	6	\$409.00	Experienced	Low	Freestyle Buggy / Land	1	Yes	\$1,227.00
37	Flexifoil	Rage	2	\$180.00	Beginner	High	Buggy / Land Board	1	Yes	\$540.00
42	Flexifoil	Blurr	3	\$299.00	Intermediate	Medium	Buggy	1	Yes	\$897.00
49	Ozone	Yakuza	2	\$234.95	Experienced	High	Buggy Racing	1	Yes	\$704.85
50	Ozone	Instinct Light	3	\$481.00	Beginner	High	Kite Surf	1	Yes	\$1,443.00
53	Ozone	Cult	3	\$229.95	Beginner	Medium	Land Board	1	Yes	\$689.85
60	Peter Lynn	Hornet	6	\$224.95	Beginner	Low	Buggy / Land Board	0	Yes	\$674.85
62	Peter Lynn	Hornet	3	\$142.95	Beginner	High	Buggy / Land Board	0	Yes	\$428.85
109	Slingshot	Turbo 2	9	\$779.00	Intermediate	Medium	Kite Surf	1	Yes	\$2,337.00
144	Airush	Vapour	16	\$999.00	Beginner	Low	Kite Surf	1	Yes	\$2,997.00
(New)										

**NOTE:** All records that do not match our criteria are omitted from the search result

#### Creating the report using the Kite Order Query – How to do it:

The Problem: Produce a report which:

- 4. Shows all the **fields** and their **labels in full**
- 5. Fits on a single page
- 6. Has a page orientation of landscape
- 7. Sorts the data into ascending order of Make (with Airush at the top)

Once we have our completed query we can take this information and display it in the form of a report.

1. Click Create and then Report Wizard.

<b>9</b>	3-0-0	ч <b>→</b> ) <del>+</del>					Kites : Datab	ase (Acces	s 2007) - Mi	icrosoft Access				
9	Home	Create	External	Data	Database	Tools								
Table	Table Templates *	SharePoint Lists *	Table Design	Form	Split M		n PivotChart	Form Design		Labels Blank Report Report Wizard	Report Design	Query Wizard	Query Design	Macro
	Tab	les				Fo	rms			Reports			Other	

2. On the next screen, you should make sure that Kites Order Query option is selected.

Report Wizard	Which fields do yed want on your report? You can noose from more than one table or query.	Report Wizard Which fields do you want on your report? You can choose from more than one table or query.
Iables/Queries Query: Kites Ord Available Fields:	er Query Selected Fields:	Iables/Queries Query: Kites Order Query  ▲vailable Fields: Selected Fields:
Make Model Size Price Skill level Wind condition		D Make Nodel Size Skiller Skiller
vailable Fields	Cancel < Back <u>N</u> ext > <u>Fi</u> nish	Fields

Use the **arrows** to move the fields from the **Available Fields:** window into the **Selected Fields:** window.

Press **Next** and the **Next** again.

#### Sorting data into ascending order of make:

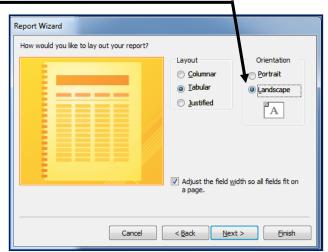
3. In the Sort Order section, use the drop-down box to select the Make Field.

Report Wizard		
What sort order do you want for you	ver records? You can sort records by up to four <u>Bolts</u> , in either ascending or descending order. 1 Make Ascending 2 Ascending 3 Ascending	Make sure that it is set to Ascending (Low to High).
	4 Ascending	ClickNext.

#### Landscape page orientation:

 Set the Page Orientation to Landscape (Wide) and leave Layout as Tabular.

Click Next.

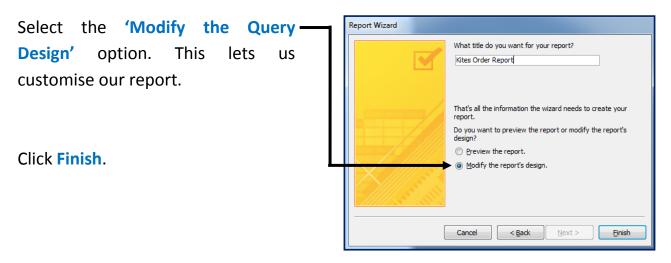


 Choose a Design for your report (I chose 'None' option as it is easier to re-design later)

Report Wizard What style would you like? Access 2003 Access 2007 Â Apex Aspect Civic Concourse Equity Title Flow Foundry Median Metro Label above Detail Module Control from Detail None Northwind Cancel <<u>B</u>ack <u>N</u>ext > Einish

Click Next.

6. Choose a report name which suits the task (I chose Kites Order Report).



### Showing all fields and labels and making sure the report fits onto a single page:

1. You should be in **Report Design View**. It looks like this:

	🚽 47 *	(4 + ) =			Report Design Too	ls	Kites : Database	(Access 2007) - Microsof	t Access			
	Home	Create	External Data	Database Tools	Design Arrar	nge Page Setup						
View Views	B I ≣≣	<u>⊔</u> ≣ ∢		[t≣ Group & Σ Totals ▼ Tim Hide De Grouping &	tails Gridlines		abl ::::::::::::::::::::::::::::::::::::		Add Existing Pro	perty neet		
» [	Kites Or	der Report										
	I 1 1 1 2 1 3 1 4 1 5 1 6 <u> 7 1 8 1</u>											
	Some labels/fields a											
-	Kite <b>◆</b> Page		er Report		large enough to hold the data							
		ke ID N	1odel	Size	Price Skill level	Wind	condition	Use	mber am Or	der		
	✓ Detail				·····							
-	Mal	ke ID N	1odel	Size Price	Skill level	Wind	condition	Use	Num Stc Orde	r 🔛		
	✓ Page	Footer		·····؛·······			1		·			
Pane												
	=Now(	)				Fields			="Page " & [Pag	;e] & " of		
io i		rt Footer										

Clearly this report needs some work for the following reasons:

- It is messy
- The labels and fields are not large enough to display the information
- The report does not fit onto a page.



If I ran this report in **Report View** you will see what I mean.

#### **Report View:**

View		B I U A - Or	•			New         Σ         To           Refresh         All +         X         Delete +         M	pelling	Selection * Advanced * Fin	
View	s Clipboard 5	Font		G.	Rich Text	Records	Sort & F	ilter	Find
»	Kites Order	Order Report	G	enerally	y messy		Some labels, large enough t		
	Make	ID Model	Size	Price	Skill level	Wind condition	Use	<b>↓</b> nber ≥m	Order
	Airusł	146 Flow	5	\$699.00	Beginner	High	Kite Surf	1 ### #	######
	Airusł	7 Flow	15		Beginner	Low	Kite Surf		######
e	Airusł Best	144 Vapour 145 Nemesis	16 12		Beginner Beginner	Low Medium	Kite Surf Kite Surf		*****

#### **Resizing Fields**

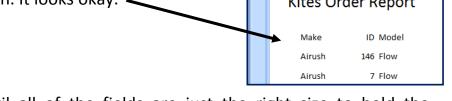
- Click the drop down arrow on the View option and select Design View. This lets us make the required changes.
- 3. Click on the Make field and drag the handles out to create more space for the information.
  Page Header
  Model

Make

<b>C</b> )	🚽 127 -	(4 +
9	Home	Crea
View	Paste	× G
E	Report View	N
Q	Print Pre <u>v</u> ie	ew
IIII I	.ayout Vie	w
<u> </u>	esign Vie	w 🗲

4. Click back on Report View to make sure that the field has been resized enough to hold all of the information. It looks okay.
Kites Order Report

Model



**5.** Continue doing this until all of the fields are just the right size to hold the information. You may need to reduce the size of some of them if they are too large.

NOTE: Fields can also be resized to make them higher instead of wider. This is useful to force longer pieces of data onto a new line and, therefore, take up less room widthways.

✓ Page Header	Freestyle Buggy / Land Board
Make Make Wind condition	
🗲 Detail	
Make ID Model Size Price Skill level Wind condition Use	Number Stoc
✓ Page Footer	

Kites Order I	Report	-						
Kites Or	der <mark>R</mark> eport		Fields all large e	enough to hold t	he information			
Make	ID Model	Size	Price Skill level	Wind condition	Use	Number	Stock item	Order
Airush	146 Flow	5	\$699.00 Beginner	High	Kite Surf	1	Yes	\$2,097.00
Airush	7 Flow	15	\$898.95 Beginner	Low	Kite Surf	0	Yes	\$2,696.85
Airush	144 Vapour	16	\$999.00 Beginner	Low	Kite Surf	1	Yes	\$2,997.00
Aligni	ng Fields		<b>T</b> Fields needs	s to be further a	part	]		

- **1. ID, Model**, **Price** and **Skill Level** fields could benefit from being further apart. This will make them easier to read.
- 2. Move the cursor into the Page Header section and click on the ID label.

ŀ	(ites Ord	er R	eport 🖌								
	Page Header					·					
	Make	ID	Model	3126	Price	1	Wind condition		Number	Stock item	Order
	Detail										
	Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order

**3.**Centre the label using the **Centre Alignment** tool in the **Design** tab.

Home	Create	External Data	Database Tools	Design
Corbel		- 10		<b>₽</b>
BI	<u>U</u>	<b>e e e</b>	Conditional	Group & Sort
		Font		Group

**4.**Repeat this for the **ID** field in the **Detail section**.

**5.**Use the same techniques to re-align the other problem areas in the report.

Kites Order Repo	ort									
Kites Or	Kites Order Report					ater layout				
Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
Airush	146	Flow	5	\$699.00	Beginner	High	Kite Surf	1	Yes	\$2,097.00
Airush	7	Flow	15	\$898.95	Beginner	Low	Kite Surf	0	Yes	\$2,696.85
Airush	144	Vapour	16	\$999.00	Beginner	Low	Kite Surf	1	Yes	\$2,997.00

#### Calculating total value of kites on the report – How to do it:

The Problem: Produce a report which:

- **8.** Calculate the total value of kites to be ordered and:
  - Shows this total at the <u>bottom</u> of the Order column
  - Formats this total value to <u>currency</u> with <u>no decimal places</u>
  - Has the label <u>**'Total order value'**</u> for the total value.

To add a total to the report you will insert a text box into the Report Footer section.

By default the Report Footer section is hidden from view and so you have to create some room for the text box.

#### Creating some room in the Report Footer.

 Position your cursor to the bottom of the Report Footer bar so that the cursor changes to an arrow.

	Make ID Woder Size Price Skill lever wind condition Use Number Stock item Order
:	=Now() ="Page " & [Page] & " of " 8
	$\bullet$

2. Hold the left mouse button down and drag the Report Footer row down a little bit to make some room.

•	
:	=Now() ="Page " & [Page] & " of " 8
·	

**3.** In the **Design** section click the **Text Box** option.

	<b>, )</b> • () • ) •		Repor	t Design Tools	and a state	Kites : Database (Access 20
	Home Create	External Data Datal	base Tools Desig	gn Arrange	Page Setup	
View	B I ∐ ≣≣≣⊒ ∛		[	Gridlines		
Views		Font	Grouping & Totals	Gridlines		Controls

#### Calculating the total value of the kites to be ordered.

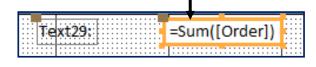
**1.** Draw the text box into the Report Footer underneath the Order field.

Report Header			
Order Report			
■ ID Model Size	Price Skill level	Wind condition	Number: Stock Item Order
ID Model Size	Price Skill level	Wind condition Use	Number Stock item Order
			="Page " & [Page] & " of " & [Pages]
Report Footer			
			Text29:

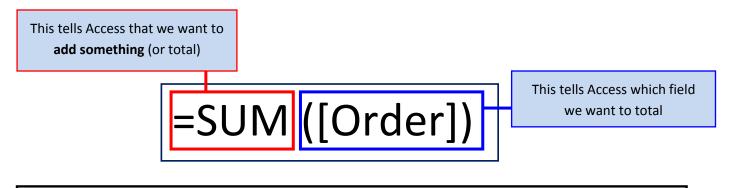
2. In the Unbound text box type =SUM([Order])

This adds up all of the values stored in the 'Order' field.

=SUM means ADD TOGETHER.



#### Breakdown of what is happening here:



**NOTE:** It is essential that you follow the **correct syntax**. For example:

- Correct order
- Using an = sign in front of the calculation
- Using the **SUM** function if the task requires you to total something
- Using curved AND square brackets ([ ]) to surround the field's name

<b>NOTE:</b> In your calculation with	exam you will be asked to use one of several possible types of in your report:
1. =([SUM])	- Used if the question requires you to <b><u>total</u></b> a field
2. =([COUNT])	- Used if the question requires you to <b><u>count</u></b> the number of records in a field.
<mark>3.</mark> =([AVG])	<ul> <li>Used to calculate the average value of a field</li> </ul>
<mark>4.</mark> =([MAX])	- Used to find the <b>highest number</b> within a field
<mark>5.</mark> =([MIN])	- Used to find the lowest number within a field

#### Formatting the total value to currency with no decimal places.

- **1.** Make sure the report is open in **Design View**.
- 2. Click the text box which contains the calculation.—

3. In the Design section click Property Sheet.

Home	Create	External Da	ta Datab	ase Tools	Design	Arrange	Page Setu	n						
Calibri	<u>U</u> 11	• <u>A</u> • • <u>A</u> •	Conditional	[ ﷺ Group & Σ Totals ▼ T ⊞ Hide Det Grouping & 1	Sort Grid	lines	Logo	ab	Controls	£2 2 I	=-  = - % %		Add Existing F	Sheet 🔚
Kites Order Query       Kites Order Report         Kites Order Query       Kites Order Report         Size       Price         Skill fevel       Wind condition         Use       Number         Stock item         Order														
Voltant         Size         Price         Skill level         Wind condition         Use         Number         Stock item         Order														
✓ Page ✓ Report	Footer rt Footer					- 			="Page '	' & [Pag	;e] & " of	" & [Pag		
								Te	xt29:	=S	um([Orde	er])		

4. The Property Sheet for the text box w	vill open		Property Sheet × Selection type: Text Box
You should make sure that you are in	the 'All' sectio	n.	Text29
			Format Data Event Other All
			Name Text29
			Control Source = Sum([Order])
5. Find the Format setting and use t	ne arop-aown	i dox to	Decimal Places General Dat
	-		Visible Long Date
select Currency.			Text Format Medium Dat
			Datasheet Caption Short Date Width Long Time
			Height Medium Tim
	Format Data Event Ot	her All	Top Short Time
	Name	Text29	Left General Nur Currency
<ol><li>Use the Decimal Places setting to</li></ol>	Control Source	=Sum([Order])	Back Style Euro
	Format	Currency	Back Color Fixed
select <b>0</b> .	Decimal Places	Auto 👤	Border Style Standard Border Width Percent
	Visible	Auto 🔺	Percent
	Text Format	0	
	Datasheet Caption	1	

#### Adding the label 'Total order value'.

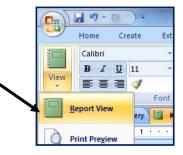
**1.** Close the Property Sheet and click in the **label** for your calculated field.

1.1.1		•••2•••	;	3 * * * 1 *	4	5 • • • • • • • 6 •		8		10 · ·
€ Rep	oort Head	ler								
		eport					N			
◆ Pag	e Header	Model	Size	Price	Skill level	Wind condition	Use	Number	ock item	: : : : : : : :
		Model	<u>512e</u>	Price	Skiirievei		Use	Numper	ock item	
✓ Det	tail			I						
	ID	Model	Size	Price	Skill level	Wind condition	Use	Number St	ock item Order	
🗲 Pag	ge Footer			]						:1:::::
									'age " & [Page] & " of " &	

2. Change the text to 'Total order value'. (Resize or move label if necessary)

		• • • •
Tota	order value: =Sum([Order	I)
	· · · · · · · · · · · · · · · · · · ·	· · · ] [

**3.** Run the report in **Report View** and scroll to the bottom.



Your calculated field and label should appear. Notice how the **Order Total** has **no decimal places**:

Beginner	High	Buggy / Land Board	0	Yes	\$428.85	
Intermediate	Medium	Kite Surf	1	Yes	\$2,337.00	
			Total o	rder value:	\$33,926	
		Total Value	Label		e Calculation nal places)	

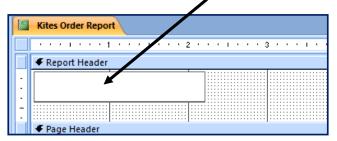
#### Changing the Report Heading to 'Kites we need to restock – How to do it:

**The Problem:** Produce a report which:

- 9. Includes the heading Kites we need to restock at the top of the page.
- **1.** Make sure the report is open in **Design View**.
- 2. Move the cursor into the **Report Header** section.

Kites Order Repor	t									:
1		2			4 • • • 1 • • • 5	5 • • • 1 • • • 6 • •	7	1 8	9	
Report Header										
Kites Ore	ler Re	port								
Make	<u>ID</u>	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
			-1		.1.1			!		
Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
✓ Page Footer										
• ruge rooter										
=Now()								="Page " & [	[Page] & " of " &	k [Pages]
Report Footer										
										Sum([Ord

3. Click in the heading (label) we currently have and delete the contents.





- 5. Check in **Report View** that the new heading is:
  - At the **top of the page**
  - Is the **EXACT** words given in the question
  - Is spelt correctly.

It should look like this:

Kites Order R	eport									
Kites we	e need	to rest	ock							
Make	ID	Model	<u>Size</u>	<b>Price</b>	<u>Skill level</u>	Wind condition	<u>Use</u>	Number	Stock item	<u>Order</u>
Airush	146	Flow	5	\$699.00	Beginner	High	Kite Surf	1	Yes	\$2,097.00
Airush	7	Flow	15	\$898.95	Beginner	Low	Kite Surf	0	Yes	\$2,696.85
Airush	144	Vapour	16	\$999.00	Beginner	Low	Kite Surf	1	Yes	\$2,997.00

# Adding Name, Centre Number and Candidate Number – How to do it:

The Problem: Produce a report which:

- **10.** Has your name, Centre Number and Candidate number on the left footer of each page.
- **1.** Make sure the report is open in **Design View**.
- 2. Move the cursor into the PageFooter section.

_		
	Kites Order Report	
	Kites Order Report	
Ė	✓ Page Header	
÷	Make III ID Model Size Price	Skill level Wind condition Use Number Stock Item Order
	✓ Detail	
	Make ID Model Size Price	Skill level Wind condition Use Number Stock item Order
	✓ Page Footer	
1	=Now()	="Page " & [Page] & " of " & [Pages]
: :		Total order value Sum([Ord

#### 3. Delete the text box containing the formula =Now()

4. In the **Design** section click the **Label** tool.

<b>9</b>	<b>, ।</b> । • (੫ • ) •		Report	: Design Tools	Kites : Database (Access 2007) - Mici
	Home Create	External Data Datab	base Tools Desig	n Arrange	Page Setup
View			[{≣ Group & Sort Σ Totals ▼ Tim Hide Details	Gridlines	
Views		Font	Grouping & Totals	Gridlines	Controls

5. Drag your label out in the Page Footer where the =Now() text box used to be.

1	
	="Page " & [Page] & " of " & [Pages]
	🗲 Report Footer
•	Total order value: =Sum([Ord
-	

6. Type your name, Centre Number and Candidate number into the label.

Page Footer
Name, Centre Number, Candidate Number

**7.** Use Report View and scroll to the bottom of the page to check that the required information is fully visible. It should look something like this:

Ozone	10	Frenzy FX	13	\$754.95	Experienced	Low	Snowkite	1	Yes	\$2,264.85
Peter Lynn	60	Hornet	6	\$224.95	Beginner	ŁOW	Buggy / Land Board	0	Yes	\$674.85
Peter Lynn	62	Hornet	3	\$142.95	Beginner	High	Buggy / Land Board	0	Yes	\$428.85
Slingshot	109	Turbo 2	9	\$779.00	Intermediate	Medium	Kite Surf	1	Yes	\$2,337.00
								Total o	rder value:	\$33,926
Name, Centre	Numbe	r, Candidate Nu	umber						I	Page 1 of 1

Save and Print this report.

#### Q40 Produce <u>labels</u> from <u>all the data</u> which:

- 1. Fit two side by side on the page
- 2. Show only the records where Use field contains Kite Surf, the Stock item field is Yes and the Skill level is not Beginner
- **3.** Shows **only** the fields **Make**, **Model**, **Size**, **Price** and **Wind Condition**, each on a separate line.
- 4. Displays the field name as well as the data
- 5. Are sorted into ascendingorder of Size
- 6. Include the heading 'Special offer for kite surfers' at the top of each label
- 7. Has your Name, Centre Number and Candidate Number at the bottom of each label.

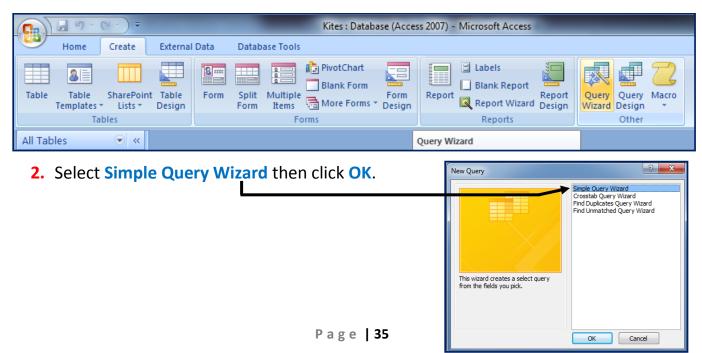
This task, again, requires you to **produce a query** that searches for the required records **described in task 2** of **Q39**.

The rest of Q39 can be tackled in the process of making the labels.

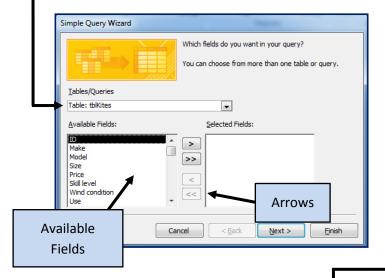
#### Creating the query – How to do it:

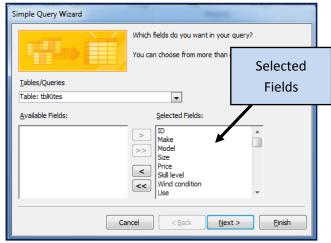
**NOTE:** The question clearly requires you to make the labels based on <u>all the data</u> so you should ensure that the query is sourcing <u>tblkites</u> and <u>not your</u> <u>Order query</u>.

1. Click Create and then Query Wizard.

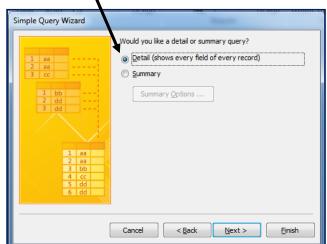


 On the next screen, you should make sure that tblKites option is selected. Use the arrows to move the fields from the Available Fields: window into the Selected Fields: window.





4. Select the 'Detail – show every field of every record' option then press Next.
(If the task required a summary of data then you would choose 'Summary')



 Choose a name which suits the task. I suggest 'Labels Query'.

Simple Query Wizard	and the second second second
Simple Query Wizard	What title do you want for your query? Labels Query That's all the information the wizard needs to create your query. Do you want to open the query or modify the query's design? Open the query to view information. Modify the query design.
	Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>

Select the 'Modify the Query Design' option. This lets us create our searches.

Click Finish.

This takes us to the **Query Design screen** and from here we can tell Access which data we would like to search for:

♥ ID Make Model Size Price Skill level Wind condition Use Number Stock item			Query	Design					•
									•
Field: [ID]  [Main [Main] Table: tblKites tblk Sort: Show: Criteria: or: 4	ske] [Model] Kites tblKites	[Size] tblKites	[Price] tblKites	[Skill level] tblKites	Wind condition tblKites	[Use] tblKites	[Number] tblKites	[Stock item] tblKites	•

## Specifying the query criteria – How to do it:

**The problem:** Produce labels from all the data which:

 Show only the records where Use fieldcontainsKite Surf, the Stock item field is Yes and the Skill level is not Beginner

## **Records containing the words Kite Surf**

- 1. Open the Labels Query in Design View.
- 2. Click in the Criteria: section of the Usefield.
- **3.** Type Like \*Kite Surf\* into the criteria field.

						1					
Field:	[ID]	[Make]	[Model]	[Size]	[Price]	[Skill level]	[Wind condition]	[Use]	[Number]	[Stock item]	
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	
Sort:											
Show:	1	1	1	1	1	1	1	1	1	1	
Criteria:								Like *Kite Sur	f*		
or:											

**NOTE**:The'<u>Like \* \*</u>' criteria tells Access that you are performing a wildcard search. Any record containing the words <u>'Kite Surf'</u> will be returned.

Wildcard searches should be used as the criteria for any search questions that ask you to find records that <u>contain specific words</u>.

#### Records where Stock Item field is Yes

- 1. In the Labels Query click in the Criteria: section of the Stock Item field.
- 2. Type Yes into the Stock Item criteria field.

Field:	[ID]	[Make]	[Model]	[Size]	[Price]	[Skill level]	[Wind condition]	[Use]	[Number]	[Stock item]	
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKite	
Sort:											
Show:	1	1	1	1	1	1	<b>V</b>	1	1		
riteria:								Like "*Kite Surf*		Yes	
or:											

#### **Records where Skill Level Item field is Not Beginner**

- 1. In the Labels Query click in the Criteria: section of the Skill Level field.
- 2. Type Not "Beginner" into the Skill Level criteria field.

Field:	[ID]	[Make]	[Model]	[Size]	[Price]	[Skill level]	[Wind condition]	[Use]	[Number]	[Stock item]	
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	
Sort:											
Show:	1	1	1	1	1	<b>V</b>	1	1	1	1	
Criteria:						Not "Beginner"		Like "*Kite Surf*		Yes	
or:											

**NOTE:** TheNot " "criteria tell Access that you are looking for every other record apart from the word included within the Not " " criteria.

In this example there were 3 types of record held in the Skill Level field:

- Beginner
- Intermediate
- Experienced

Including 'Beginner' within the Not criteria excludes it from the search and Access will only look for records containing 'Intermediate' and 'Experienced'.



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Access will now search for the records that match all 3 of the search criteria that we have created. Your results should look like this:

ID	Make	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item
	2 Flexifoil	Ion III	16	\$1,138.95	Intermediate	Low	Kite Surf	1	Yes
	5 Ozone	Instinct Edge	11	\$927.00	Experienced	Medium	Kite Surf	2	Yes
1	0 Best	H.P Nemesis 13	14	\$1,069.00	Experienced	Low	Kite Surf	2	Yes
9	1 Slingshot	Rev	11	\$849.00	Intermediate	Medium	Kite Surf	2	Yes
1(	9 Slingshot	Turbo 2	9	\$779.00	Intermediate	Medium	Kite Surf	1	Yes
13	0 Ozone	Instinct Light	9	\$651.00	Intermediate	Medium	Kite Surf	2	Yes
13	7 Peter Lynn	Vortex	8	\$561.99	Intermediate	High	Kite Surf	2	Yes
13	88 Ozone	Instinct Light	5	\$561.00	Intermediate	High	Kite Surf	2	Yes
(Nev	v)				<u> </u>		1		
		Sk	ill Level	field does	not	Use field co	ontains the		Stock Item

## **Creating the Labels – How to do it:**

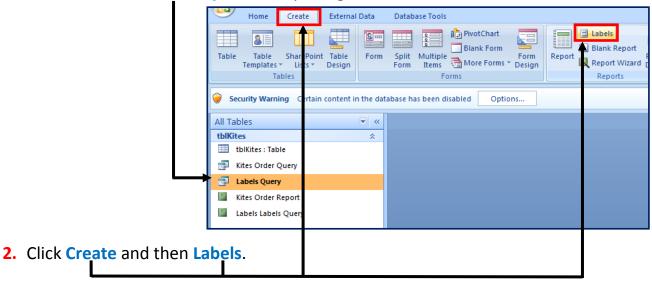
The problem: Produce labels from all the data which:

- **1.** Fit **two side by side** on the page
- **3.** Shows **only** the fields **Make**, **Model**, **Size**, **Price** and **Wind Condition**, each on a separate line.
- 4. Displays the field name as well as the data
- 5. Are sorted into ascendingorder of Size

Labels are a special kind of report. They are designed to provide a short, summary of information and you are usually required to fit two labels side by side.

#### First steps in creating labels

1. Click on the Labels Querywithout opening it.



Label Wizard	This wizard creates stand		pels.
	What label size would you Product number: C2160 C2241 C2242 C2242 C2243	Dimensions: 1 1/2" x 2 1/2" 1 1/2" x 3 9/10" 1 1/4" x 7 31/50" 2" x 2" 1 1/2" x 1 1/2"	Number across:
	Unit of Measure	Labe	al Type Sheet feed  Continuous
	Customize		how custom label sizes

## Fitting 2 labels side by side

**1.** The task asks you to fit two labels side by side so select an option where the **'number across'** is **2**.

Label Type option should be 'Sheet Feed'.

Click Next.

2. The next screen allows you choose font styles and sizes but the task does not specify any formatting so it would be advisable to leave this alone.

Label Wizard		
Sample	What font and color would you like your text to be? Text appearance Font name: Font size: Stole Font weight: Text color: Light Italic Underline	CI
	Cancel < Back Next > Finish	

Click Next.

#### Showing the correct fields and field names

Tasks 3 and 4 require you to do 2 things:

- Only show the fields Make, Model, Size, Price and Wind Conditioneach on a separate line
- Show the **field names** as well as the **actual data**.
- **1.** Type the field name **'Make'** into the **Prototype Label window** (with a space at the end of the letter 'e').

Label Wizard	
Available fields: ID Make Model Size Price Skill level	What would you like on your mailing label? Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype. Prototype label: Space after the letter 'e'

2. Click on the Make field and use the arrow to move it into the label.

Label Wizard		
Available fields: ID Make Model Size Price Skill level	Construct your labe type text that your	on your mailing label? If on the right by choosing fields from the left. You may also would like to see on every label right onto the prototype. Prototype label: Make {Make} Make field inserted into the label after the field name we added

**3.** Press enter to move the cursor to the line below.

 Add the other necessary fields and field names in the same way(Model, Size, Price, Wind Condition).

Label Wizard	Your label window
What would you like on your mailing label?	should look like this:
Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.	Click Next
Available fields: Prototype label:	
Size Side Skill level Wind condition Use Number Make {Make} Model {Model} Size {Size} Price {Price} Wind Condition {Wind condition}	<b>NOTE:</b> If the task did not require the information to be on separate lines you would not have pressed enter after each
Cancel < Back Next > Einish	field.

## Sorting Size field into ascending order

Task 5 needs you to **sort** the **Size field** into **Ascending Order**. Ascending means **'From low to high'**.

This means that the data will be sorted from the lowest kite size to the highest.

**NOTE:** Descending Order is the opposite – 'From high to low'.

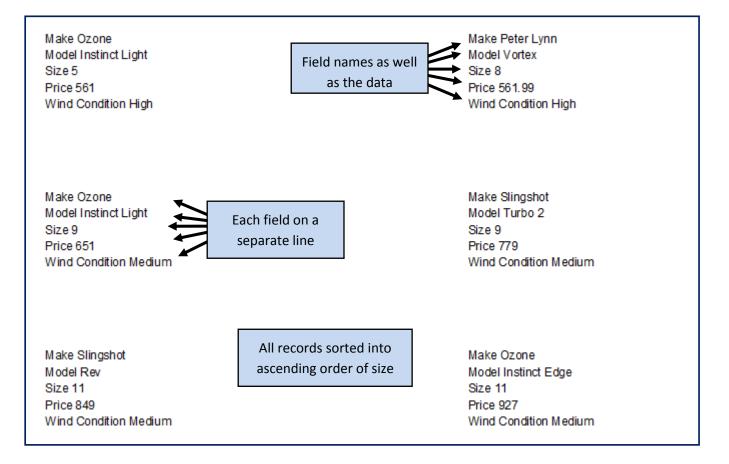
1. Click on the Size field and use the singlearrow to move it into the Sort By: window. By default, Access will sort the field into Ascending Order. Which fields would you like to sort by? Which fields would you like to sort by? Available fields: Sort by: Single Arrow Available fields: Sort by: ID Size Â ID > > Make Make Model Model >> >> Price Size Skill level Price < < Wind condition Skill level Use Wind condition << << Number Use

Click Next.

- 2. Choose a suitable name for the label (I suggest Kites Labels).
- Select the option 'See the labels as they will look printed' and click Finish.



Your labels should look something like this:

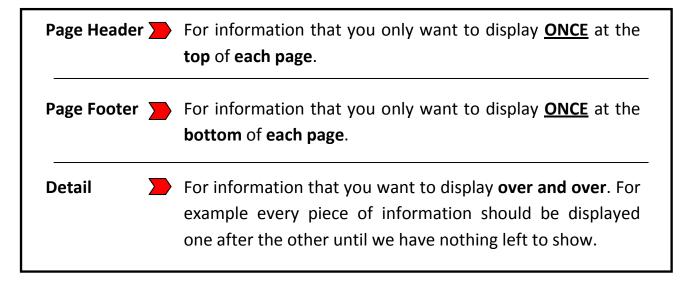


## Ammending the label's heading and footer – How to do it:

The problem: Produce labels from all the data which:

- 6. Include the heading 'Special offer for kite surfers' at the top of each label.
- 7. Have your name, Centre number and Candidate number at the bottom.

- All Tables € « 1. Right click your Kites Labels Report and select tblKites \$ **Design View.** tblKites : Table Kites Order Query Labels Query Your label should be switched into **Design View: Kites Labels** 🚰 Open Kites Order Rep 謌 Layout View Design View Page Header Export Þ 🗲 Detail Rename ="Make " & [Make] ="Model " & [Model] ="Size " & [Size] ="Price " & [Price] ="Wind Condition " & [Wind condition] 1 🗲 Page Footer
  - 2. You should see 3 sections to the label (Page Header, Detail and Page Footer).



Because our heading needs to be displayed at the top of **EACH** label we need to insert a label into the **Detail section**.

**3.** Before we can insert a heading at the top of each label we need to create some room.

Click and drag around each of the fields to select them.

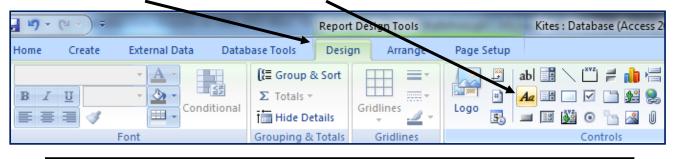
🗲 Pag	e Header
🗲 Deta	ail
="Mak	e " & [Make] lel " & [Model]
="Size	e" & [Size] e " & [Price]
="Win	d Condition " & [Wind condition]
🗲 Pag	e Footer

	✓ Page Header
- - - -	="Make " & [Make] ="Model " & [Model] ="Size " & [Size] ="Price " & [Price]
 - - -	="Wind Condition " & [Wind condition]
	✓ Page Footer

4. Drag the fields down a little bit to create some space at the top of the label.

**NOTE:** You can make the Detail section bigger by dragging the top of the Page Footer bar downwards.

5. Click **Design** and then select the **Label** option.



NOTE: Don't confuse the Label tool with the Text Box toolab= Text BoxImage: AaAa= Label Tool

Kites Labels 6. Draw your label in the Detail Page Header **section**, just above the fields. 🗲 Detail Special offer for kite surfers Type your heading into the ="Make " & [Make] ="Model " & [Model] label (Special offer for kite ="Size " & [Size] ="Price " & [Price] surfers). ="Wind Condition " & [Wind condition] Page Footer **Kites Labels** 7. Repeat this underneath the Page Header with label vour Name. 🗲 Detail Special offer for kite surfers **Centrenumber** and **Candidate** ="Make " & [Make] number. ="Model " & [Model] ="Size " & [Size] ="Price " & [Price] ="Wind Condition " & [Wind condition] Centre Number Candidate Number Name

Page Footer

## 8. Expand the View menu and select Print Preview.

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The final labels should look something like this:

Special offer for kite surfers	Special offer for kite surfers
Make Ozone	Make Slingshot
Model Instinct Light	Model Turbo 2
Size 9	Size 9
Price 651	Price 779
Wind Condition Medium	Wind Condition Medium
Name Centre Number Candidate Number	Name Centre Number Candidate Number
Special offer for kite surfers	Special offer for kite surfers
Make Slingshot	Make Ozone
Model Rev	Model Instinct Edge
Size 11	Size 11
Price 849 Wind Condition Medium	Price 927 Wind Condition Medium
	wind Condition Medium
Name Centre Number Candidate Number	Name Centre Number Candidate Number
Special offer for kite surfers	Special offer for kite surfers
Make Best	Make Flexifoil
Model H.P Nemesis 13	Model Ion III
Size 14	Size 16
Price 1069	Price 1138.95
Wind Condition Low	Wind Condition Low
Name Centre Number Candidate Number	Name Centre Number Candidate Number

Save and Print the Labels.

#### Q42 Produce an <u>extract</u> from <u>all the data</u> which:

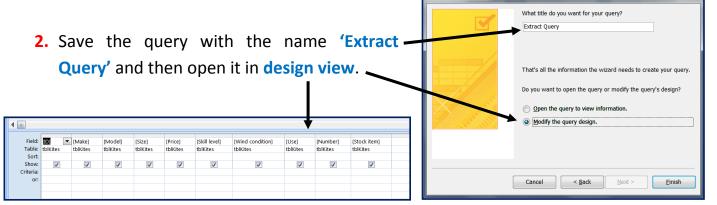
- **1.** Selects only:
  - o Small kites of less than size 3
  - Those suitable for **beginners**
- 2. Shows only the fields Make, Model, Size and Price.
- 3. Sorts the kites into ascending order of price.

The first thing to note here is that the question **does not require you to produce a report**. An **<u>extract of information</u>** is purely a query.

## Creating the query – How to do it:

**NOTE:** The question clearly requires you to create the extract based on <u>all the data</u> so you should ensure that the query is sourcing <u>tblkites</u> and <u>not</u> your <u>Order query</u>.

Create a query in the usual way making sure that you use the tolkites table as the source and not one of your queries.



## Adding criteria to select small kites and those suitable for beginners.

1. The question stated that kites of less than size 3 should be queried so find the

et al al-						rel 11. l	and the factors			100 L 1
Field:		[Make]	[Model]	[Size]	[Price]	[Skill level]	[Wind condition]	[Use]	[Number]	[Stock item
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites
Sort:										
Show:	1	1	1	1	1	1	1	1	1	1
Criteria:				<3 🗲						
or:										

## **criteria section** of the **Size field** and type **<3**.

Kites which are suitable for beginners should be queried so you should find the
 criteria section of the Skill Level field and type Beginner (Not Beginners).

Field:	[ID]	[Make]	[Model]	[Size]	[Price]	[Skill level]	[Wind condition]	[Use]	[Number]	[Stock item]
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites
Sort:										
Show:	1	1	1	1	1	1	1	1	1	1
Criteria:				<3		Beginner				
or:	T									

**NOTE:** To make sure you are typing the correct words in the query <u>always check</u> <u>the data in the table</u> to see how it is <u>spelt or worded</u>etc.

For example.. If we typed <u>'Beginners'</u> into our query <u>it would fail</u> because there are no records named this in the Skill Level field. If we checked the table we would see that the records in this field are called 'Beginner'.

#### Showing only the Make, Model, Size and Price fields.

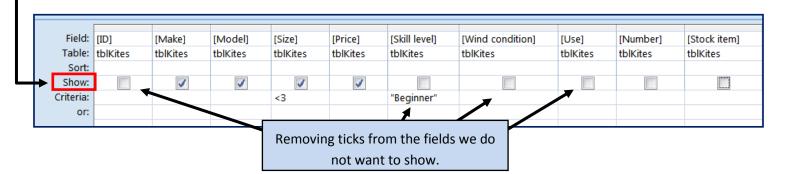
- 1. The question stated that only the Make, Model, Size and Price fields should be displayed in the query so we need to 'hide' the rest.
- Look for the Show: section of query Design View. You will see check boxes with ticks in them.

Field:	1101	Th Askal
Field:	נוטן	[Make]
Table:	tblKites	tblKites
Sort:		
Show:	1	1
Criteria:		

**Tick** = <u>Show</u> the field when the query is run.

**No Tick** = <u>Do not show</u> the field when the query is run.

To hide the fields we do not want to show just un-tick the boxes in the Show:
 section. (Make sure you leave ticks in the fields we need to show).



**NOTE:**Even though we have hidden the Skill Level field, the query criteria will still play its part and affect the results. We just won't display the contents of the Skill Level field.

#### Sorting the query into ascending order of price.

- The question stated that the kites should be sorted into ascending order of price. To do this you need to find the Sort: section of the Price field.
- Click in the Sort: section of Price and use the drop-down box to select the Ascending option.

Field:	[ID]	[Make]	[Model]	[Size]	[Price]	[Skill level]	[Wind condition
Table:	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites	tblKites
Sort:					•		
Show:		1	1	1	Ascending		
Criteria:				<3	Descending	Beginner"	
or:					(not sorted		

Your completed query should look like this:

	Pric	e is sorted	in Ascend	ing order						en apart fro Size and Pr	
Field: Table:	[ID] tblKites	[Make] tblKites	[Model] tblKites	[Size] tblKites	[Price] tblKites	[Skill level] tblKites	[Wind c tblKites	ondition]	[Use] tblKites	[Number] tblKites	[Stock item] tblKites
Sort: Show:		1	1	1	Ascending V						
Criteria: or:				<3		"Beginner"	┙╲				
	<u> </u>	Size is less	s than 3					Skill Lev	el is Begir	ner	1

## Run the query in **Datasheet view**. It should look like this:

	Extract Query					Make, Model, Size and Price fields.
	Make	Model	Size	Price		Showing data from sizes less
	Peter Lynn	Hornet	2	\$114.95		than 3 and prices sorted from
	Flexifoil	Rage	1	\$150.00		low to high.
	Ozone	Cult	2	\$178.95	l I	
	Flexifoil	Rage	2	\$180.00		
	Ozone	Cult	2	\$204.95		
*						

- Q43 Save this data in a form which can be **imported** into the document that you saved in step 34.
- Q44 Import this data into your document as a table after the paragraph which ends: 'Here are some small kites suitable for a beginner, some of which will still be suitable as you progress to intermediate skills'.

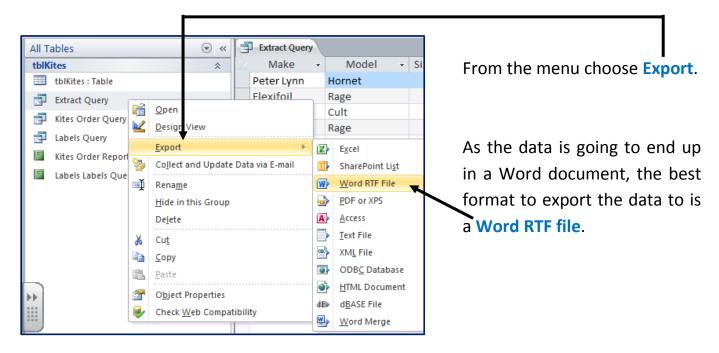
Make sure that all required fields and their labels are fully visible and that there is one blank line above and below the table.

Question 43 is asking you to save the data so that it can be used within a Word document.

Saving data for use in another document is known as **Exporting** data.

## Exporting the data – How to do it:

To export the extract of data created in Q42 you must **Right Click** the query.



Click the check box which says **'Open the destination file after the export operation is complete'** (This lets you view the file when export is complete).

	ination file name and format.
<u>F</u> ile name:	Z:\M Nicholls - ICT\Organised Stuff\CES Work\Key Stage 4\IGCSE\Lessons\Section 11 - Data Manipula
Specify export of	ptions.
Select  Select  Export	t data with formatting and layout. this option to preserve most formatting and layout information when exporting a table, query, form, or report. the destination file after the export operation is complete. this option to view the results of the export operation. This option is available only when you export formatted data. t only the selected records. this option to export only the selected records. This option is only available when you export formatted data and have red.

Click **Browse** to select a location to save the exported data and make sure to give it a descriptive name.

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Your exported data (in RTF format) will appear.

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# Importing the data into the Kites Word document – How to do it:

This task is very easy. All you need to do is **copy and paste** the extracted data from the RTF file into your Kites Word document.

**NOTE:** Make sure you paste the table into the correct location. Read the instructions in the question carefully.

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## **Extra Info: Summarising Data**

Although this exam paper question did not ask you to summarise data, it is something that does appear in exams from time to time.

To practice this I have added an extra question to the 2010 exam paper:

Q45 Produce a new report from **all the data** which:

- Shows a summary of only the Make and Price fields
- Performs a count of each kite make
- Calculates the **sum** of the **Price** field for each **kite make**
- Sorts the Make field into ascending order.

## Summarising the data – How to do it:

**NOTE:** Summaries are a form of query. Like all queries, you should ensure that you source the <u>tblkites data</u> and <u>not</u> one of your <u>other queries</u>.

## 6. Click Create and then Query Wizard.

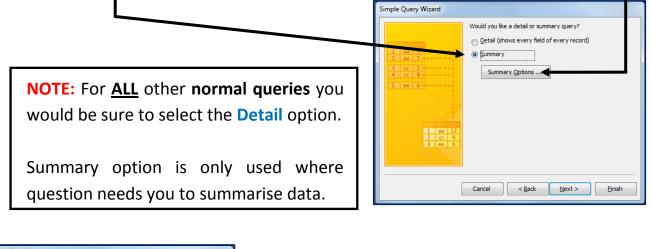
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	Image: Split Form     Multiple More Forms > Design       Form     Forms	Labels Labels Report Report Report Report Design Report Design Reports	Query Wizard Design Cher
All Tables 💿 «	C C C C C C C C C C C C C C C C C C C	Query Wizard	
7. Select Simple Query	Wizard then click OK.	F F	Cencel

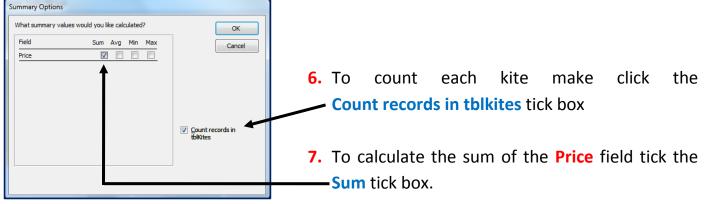
#### Mark Nicholls – ICT Lounge

Simple Query Wizard 8. Make sure that you are sourcing the data Which fields do you want in your query? from the kites table.-You can choose from more than one table or query. Tables/Queries Table: tblKites • 9. The question required the summary to be Available Fields: Selected Fields: ID Model > Make Price performed on only the Make and Price ->> Skill level Vind condition fields so move these into the Selected < Use Number << Stock iter Fields: window. Cancel < Back Next > Finish

Click Next.

**10.**Select **Summary** from the two options and then click **Summary Options**.





- 8. Click Ok then Next
- 9. Give the Summary Query a name (Summary will do just fine).

10.Click Finish

The Query will then summarise all the different Kite Makes with totals (Sums) for Price.

The Query will also Count how many times each Kite Make appears in the database.

The completed summary query should look like this:

Make 👻	Sum Of Price ,	Count Of tblKites 👻
Airush	\$10,057.50	12
Best	\$8,570.00	10
Flexifoil	\$13,470.45	24
Flysurfer	\$15,658.96	15
Ozone	\$26,835.45	47
Peter Lynn	\$8,983.35	21
Slingshot	\$13,713.00	17