

ACCESS QUESTIONS:

1. Open MS Access and Create a **"Blank Database"**
2. Save the Table as: **National SA Tours**
3. In **Design View**, complete/type in the following:

| NationalSA_Tours | |
|------------------|-----------|
| Field Name | Data Type |
| Tour No | Number |
| City | Text |
| Hotel | Text |
| Breakfast | Yes/No |
| Days | Number |
| Prices from | Currency |

4. Set the **Tour No** "Field name" as your **Primary Key**
5. In View, Change back or Switch to **"Database View"** and; complete/type in the following:

| NationalSA_Tours | | | | | | | |
|------------------|----------------|---------------|-------------------------------------|------|-------------|--------------|--|
| Tour No | City | Hotel | Breakfast | Days | Prices from | Click to Add | |
| 1 | Cape Town | Bryanston | <input checked="" type="checkbox"/> | 5 | R 2 850.00 | | |
| 2 | Durban | Maharani | <input type="checkbox"/> | 6 | R 3 200.70 | | |
| 3 | Bloemfontein | Royal Palms | <input checked="" type="checkbox"/> | 4 | R 4 525.00 | | |
| 4 | Port Elizabeth | Desert Rose | <input type="checkbox"/> | 3 | R 2 350.00 | | |
| 5 | East London | Harbour House | <input checked="" type="checkbox"/> | 5 | R 4 300.90 | | |
| 6 | Nelspruit | Krugers Rest | <input checked="" type="checkbox"/> | 4 | R 4 350.00 | | |
| Total | | | | | R 21 574.60 | | |

6. In the **Prices from** Field, Calculated the **Total Price** as shown in diagram, above.
7. Save your table.
8. Save the Access/Database file as **SATravel_Surname_StudentNo_Group and Close. (On Your Desktop or Flashdrive: Safe Place).**

Open Up a New Excel Spreadsheet:

1. In Data Tab, From Access (Get External Data from Access), Import Your Database table (above) "National SA Tours" into Excel. Rename your Worksheet to SA Tours. Your Worksheet should look like this, below:

| A | B | C | D | E | F |
|---------|----------------|---------------|-----------|------|-------------|
| Tour No | City | Hotel | Breakfast | Days | Prices from |
| 1 | Cape Town | Bryanston | TRUE | 5 | 2850 |
| 2 | Durban | Maharani | FALSE | 6 | 3200.7 |
| 3 | Bloemfontein | Royal Palms | TRUE | 4 | 4525 |
| 4 | Port Elizabeth | Desert Rose | FALSE | 3 | 2350 |
| 5 | East London | Harbour House | TRUE | 5 | 4300.9 |
| 6 | Nelspruit | Krugers Rest | TRUE | 4 | 4350 |

2. Save your Excel file as **SATravel_Surname_StudentNo_Group and Close.**

Sample Ms Access Exam Questions 201

Arturo Cuomo



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