#### 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:

Field N	ame 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
- In View, Change back or Switch to "Database View" and; complete/type in the following:

Tour No	<ul> <li>City</li> </ul>	Hotel	Breakfast -	Doys -	Prices from .	Click to Add
	1 Cape Town	Bryanston	[2]	5	R 2 850.00	
	2 Durbon	Maharani	[7]	6	R 3 200.70	
	3 Bloemfontein	Royal Polms	[2]	4	R 4 525,00	
	4 Port Elizabeth	Desert Rose		3	R 2 350,00	
	5 East Landon	Harbour House	(9)	5	R 4 300.90	
	6 Nelspruit	Krugers Rest	(2)	. 4	R: 4 350.00	
			[25]			
1.0	otal				8.21 574.60	

- In the Prices from Field, Calculated the Total Price as shown in diagram, above.
- Save your table.
- 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:

 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:

А	8	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.

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Barbara J. Irwin, Judith A. Burckhardt

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