

#### 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

**G Thomas**



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