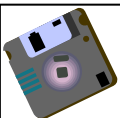


DATA HANDLING

	Estimated number of people	Cost per person	Budget for items
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DATA HANDLING CONTENTS

- Setting up a database
- Adding validation
- Adding data
- Creating forms
- Creating reports
- Creating queries



Wherever you see this symbol, make sure you remember to save your work!

DATA HANDLING

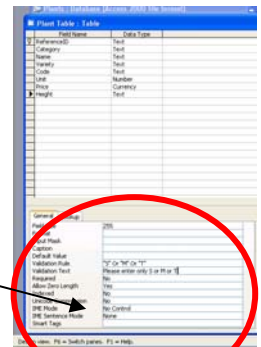
SAVING THE DATABASE

- From the teach-ict.com site, open the 'Plants.mdb' and save it to your area.

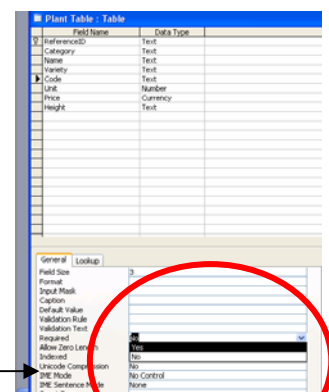
CHANGING THE PLANT TABLE DETAILS

- Open the pstock table
- Go to design view
- Move the reference ID to be the first field in the table. (This can be a bit fiddly to do. Click onto the grey area where the primary key is. Hold down your mouse and drag the field to the top of the table and let go of the mouse button. You may have to try this a few times until you get the hang of it)

- Change the 'price' field to currency
- Click on the height field. Go down to where it says 'validation rule' and type S or M or T
- Click where it says validation text and add the text for the validation error message to say 'Please only enter S, M or T'



- Change the field size of 'Reference ID' to be 3
- Change the field size of 'code' to be 3
- Change the field size of 'category' to be 15
- Change the field size of 'name' to be 20
- Change the field size of 'variety' to be 15
- Change the field size of 'height' to be 1
- Create a drop down list for the field 'category'.
- Click into the section where it says 'text' next to 'category'
- Click the arrow and go to 'look up wizard'
- Click 'I will type in the values that I want', click 'next'
- Click into the white area below 'col1' and type 'Perennial' (without the speech marks)
- Go to the next line and type 'Patio'
- Continue and add the rest of the options: climber, fruit, fuchsia, hedge, shrub
- Choose 'next' and then 'finish'

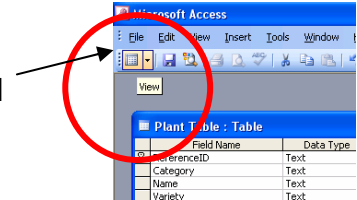


- Make 'Code' a 'required field'

- Click 'required' and choose 'yes'
This means that you MUST enter data into this field.
- Save your table - ignore the error messages that appear and choose 'ok'

ADDING DATA TO YOUR TABLE

- Go to the data entry view of your table so that you can add some new records
- Add the following records to the bottom of your table:



Plant Table							
ReferenceID	Category	Name	Variety	Code	Unit	Price	Height
B08	Climber	Rose	Iceberg	B	1	£10.50	M
C15	Climber	Honeysuckle	Belgica	YP	1	£8.25	M
F11	Fruit	Apple	Granny Smith	YP	1	£17.50	T
H28	Perennial	Geranium	Johnsons Blue	B	1	£7.00	W

- What happened when you tried to enter 'W' for the height of the last record? You should have found that the error message you wrote earlier appeared, since W is not S, M or T - the only options you allowed.
- Change the W to S
- Save your table and close it.

CREATING QUERIES

QUERY 1

- Double click on 'create query in design view'
- Add the Plant table
- Add all of the fields to the query
- Run the query
- You should have 54 results - check this is correct
- Save the query as 'All Plants' and close it.

QUERY 2

- Set up another query in design view

- Add the following fields: Reference ID, Category, Name, Code, Price
- Search for 'Climber'
- Run the query
- You should have 8 results - check this is correct
- Save the query as 'Climbers' and close it

QUERY 3

- Set up another query in design view
- Add the following fields: Reference ID, Category, Name, Code, Price
- Search for plants costing less than or equal to £10.00 (note: don't include the £ on your query)
- Add a further search looking for climbers.
- Run the query
- You should have 5 results
- Save the query as 'climbers under £10' and close it.

QUERY 4

- Set up another query in design view
- Add the following fields: Reference ID, Category, Code, Price, Height
- Search Height for S or M
- Run the query
- You should have 36 results - check this is correct

Go back to design view. We are interested in finding any plant with a code which contains the letter 'P'.

If you just enter 'P' into the search criteria, you will only find those plants with the code P on its own.

If you enter P* you will find any plants with the letter P on its own and any plants with the letter P followed by something else.

If you enter *P you will find any plants with the letter P on its own and any plants which start with something before the P

If you enter *P* you will find any plants with a P anywhere in the three letter code.

So, in your search criteria, enter *P*

- Run your query, you should have 10 results - check this is correct

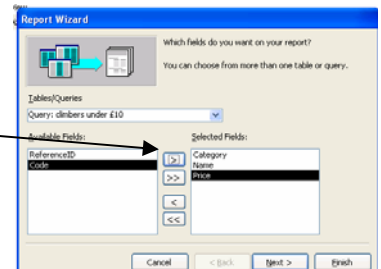
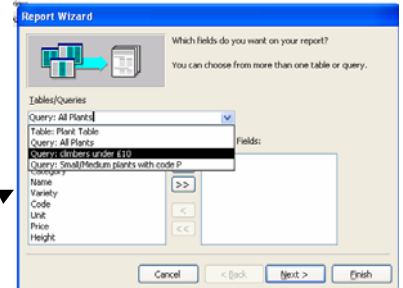
- Save the query as S/M plants with code P. Close the query.

CREATING REPORTS

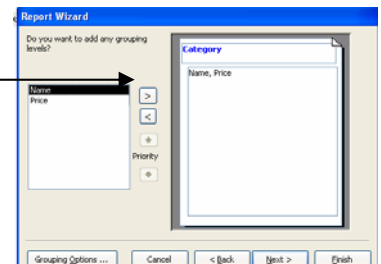
REPORT 1

- Make sure all of your tables and queries are closed down.

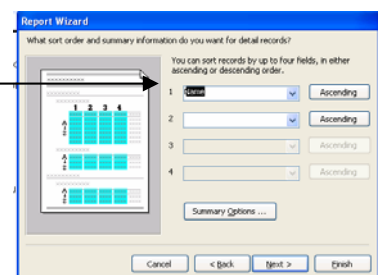
- Click on 'reports' on the left hand side
- Choose 'create report using wizard'
- Where it says 'Tables/Queries' use the drop down arrow and select 'climbers under £10'
- Select 'category', 'name', 'price' be displayed in your report



- Group by 'category'



- Sort by 'name' in ascending order



- Choose 'landscape' as the page orientation
- Choose 'corporate' as the layout
- Call the report 'Climbers £10 or under'

- Your report should look like this, with just 5 results showing. If you have any more or less than 5, something has gone wrong and you need to find out what happened.

<i>climbers under £10</i>		
<i>Category</i>	<i>Name</i>	<i>Price</i>
<i>Climber</i>	Clematis	65.00
	Honeyauckle	69.25
	Honeyauckle	69.25
	Jasmine	67.50
	Rose	69.00

- Close your report

REPORT 2

- Make sure all of your tables, queries and reports are closed down.
- Click on 'reports' on the left hand side
- Choose 'create report using wizard'
- Where it says 'Tables/Queries' choose 'small/medium plants with code P'
- Choose to display 'category', 'code', 'price' and 'height'
- Group by 'category'
- Sort by price in descending order
- Set the page to be 'portrait'
- Call the report 'Code P plants'
- Check that you have 10 records on your report, if not, then something has gone wrong.
- Go to the design view of your report
- Change the title font to 'Tahoma'
- Change the title font size to 26
- Make sure that the title box is large enough to display all of the font correctly
- Change the title font colour to dark green
- Fill the title font box with a light green colour
- The 'price' and 'code' columns are too close together. In design view, space the columns more evenly so that there is a clear gap between them.

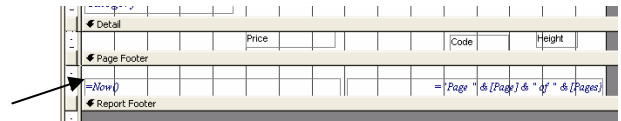
Category	Price	Code	Height
Climber	£8.25	YP	M
	£8.25	YP	M
Puckera	£5.50	PR	S
	£5.25	PW	M
Ratso	£12.00	P	M
	£8.25	RP	M
Perennial	£2.50	P	S
	£3.50	WP	M
Shrub	£16.50	P	S
	£15.00	WP	M

- Your report should now look more like this with the columns evenly spaced.
- Make sure that the titles line up with the text in the columns below.

Category	Price	Code	Height
Climber	£8.25	YP	M
	£8.25	YP	M
Puckera	£5.50	PR	S
	£5.25	PW	M
Ratso	£12.00	P	M
	£8.25	RP	M
Perennial	£2.50	P	S
	£3.50	WP	M
Shrub	£16.50	P	S
	£15.00	WP	M

- You need to Insert your name and 'Task 2' into the footer. Go to the footer and have a look at what is displayed.

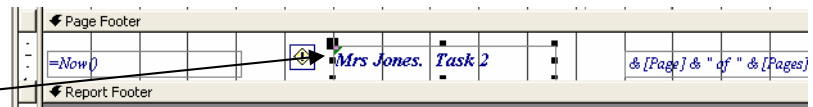
It should look like this. The Now() box displays today's date automatically. It can usually be reduced in size.



- Reduce the size of the date box and the page number box as shown here, so that there is room in the middle to add some text of your own



- From the tool bar, select the 'label' option (make sure not to select text box, even though this would seem the logical choice). Add your name and 'task 2' to the label box and move it into the middle section of the footer as shown above.



Go back to the display view and check your report to make sure that it looks O.K.

- Check that your name, the task number, the date and the page number are all displayed properly and not obscured. If any part of them are obscured, go back to design view and rearrange them until they fit across the page properly.

Code P Plants			
Category	Price	Code	Height
<i>Patio</i>			
	£12.50	YY	S
	£12.00	B	M
	£12.00	P	M
<i>Personal</i>			
	£8.50	P	S
	£6.00	V	M
	£3.50	V	S
	£3.50	WP	M
	£3.30	FW	S
	£3.25	B	M
	£3.00	B	M

- It should look something like this →

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- Print out your report in black and white.

END OF WORKBOOK