

**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.**

# Ms Access Exam Questions

**Rosina Ehmann**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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