

**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.**

# Microsoft Access Test Answers Ch 4

**H Kauffman**



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## **Table of Contents Microsoft Access Test Answers Ch 4**

1. Understanding the eBook Microsoft Access Test Answers Ch 4
  - The Rise of Digital Reading Microsoft Access Test Answers Ch 4
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Test Answers Ch 4
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access Test Answers Ch 4
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Test Answers Ch 4
  - Personalized Recommendations
  - Microsoft Access Test Answers Ch 4 User Reviews and Ratings
  - Microsoft Access Test Answers Ch 4 and Bestseller Lists
5. Accessing Microsoft Access Test Answers Ch 4 Free and Paid eBooks

- Microsoft Access Test Answers Ch 4 Public Domain eBooks
- Microsoft Access Test Answers Ch 4 eBook Subscription Services
- Microsoft Access Test Answers Ch 4 Budget-Friendly Options
- 6. Navigating Microsoft Access Test Answers Ch 4 eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access Test Answers Ch 4 Compatibility with Devices
  - Microsoft Access Test Answers Ch 4 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access Test Answers Ch 4
  - Highlighting and Note-Taking Microsoft Access Test Answers Ch 4
  - Interactive Elements Microsoft Access Test Answers Ch 4
- 8. Staying Engaged with Microsoft Access Test Answers Ch 4
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access Test Answers Ch 4
- 9. Balancing eBooks and Physical Books Microsoft Access Test Answers Ch 4
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access Test Answers Ch 4
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Test Answers Ch 4
  - Setting Reading Goals Microsoft Access Test Answers Ch 4
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Test Answers Ch 4
  - Fact-Checking eBook Content of Microsoft Access Test Answers Ch 4
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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