

MS-ACCESS TASK-1 MAY 2013 PAPER 21

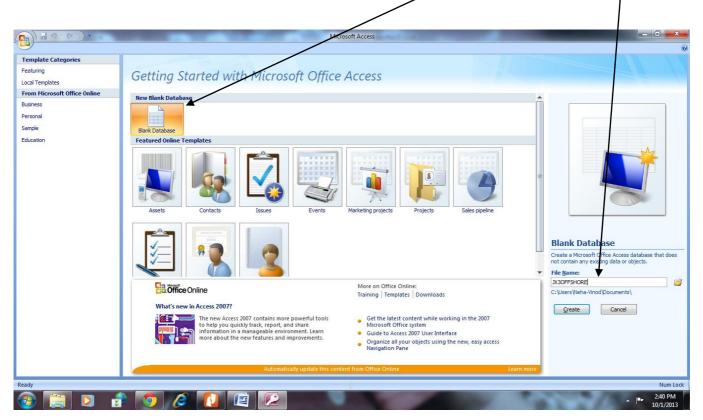
27 Using a suitable database package, import the file JX3OFFSHORE.CSV . Use the following field names and data types:

NAME	DATA	FORMAT
ID	Text	
Country	Text	
Number	Number	Integer
Name	Text	
Distance	Number	1 decimal place
Operationa		
Capacity	Number	Integer
Depth	Number	Integer
Height	Number	1 decimal place
Diameter	Number	
Sea	Text	

Steps to do Question no 27

Open MS Access : Start→All Program→ Microsoft Office→ Microsoft Office Access 2007

Getting Started With Microsoft Office Access 2007 with open click at Blank Database Give the File name for Database and click at Create



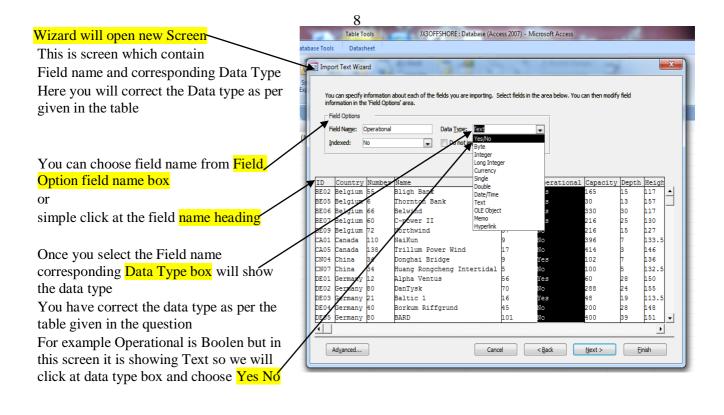
A Blank Data	base wi	ill open (Click at <mark>E</mark>	External	Data mei	nu and the	n click o	n <mark>Tex</mark> t I	File Optio	<mark>n</mark> to impo	
		_	Table Tools	JX3OFFS	HORE : Database (A	cess 2007) - Microsof	TAccess				
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Imports List Import	More *	Exports	List or XPS Export		mail Replies On Collect Data		Point Lists S	harePoint			
	« Table	1									×
		D - Add Ne	ew Field								
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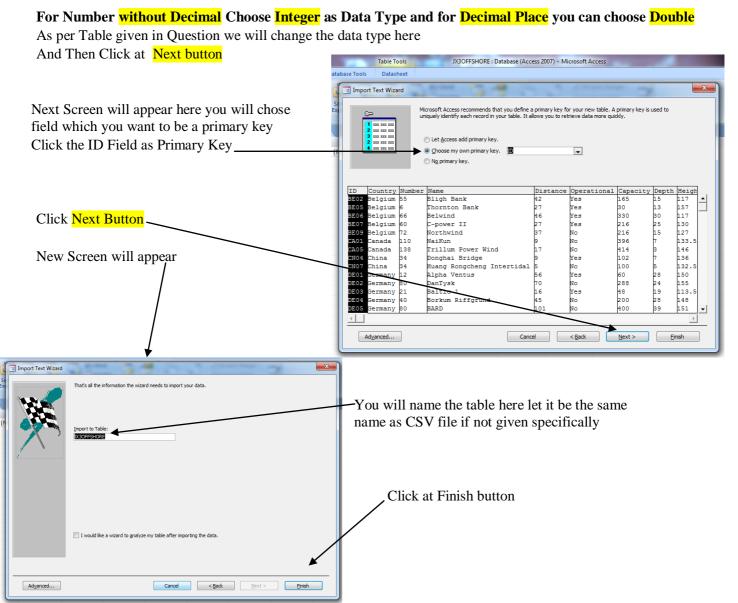
When you click on Text File to import the csv fie Get External Data-Text File dialogue box will open click at browse button to reach to folder contain JX3OFFSHORE.CSV and click on the JX3OFFSHORE.csv

Select the source and destination of the data		
Specify the source of the data. Elle name: [C:\Users\Weha-Vinod'Documents\]	Browse	
· · · · · · · · · · · · · · · · · · ·	Get External Data - Text File	×)
Import the source data into a new table in the current database. If the specified table does not exist, Access will create it. If the specified table already exists, Access might ove, with the imported data. Changes made to the source data will not be reflected in the database.	Practical-may203 → 0417_513_sf_21	• + Search 0417_513_sf_21
Append a copy of the records to the table: Table 1 Table 1 If the specified table exists, Access will add the records to the table. If the table does not exist, Access will cree to the source data will not be reflected in the database. Int to the data source by creating a linked table. Access will create a table that will maintain a link to the source data. You cannot change or delete data that is in However, you can add new records. OK	Organize Vew folder C++ C++ Ceitraining Download emaar ELTS Gigsebook movise2013 VX3OFFSHORE VKE DESIGNIN Deparer 3 variant 1 Deparer 3 variant	Image: state of the state o

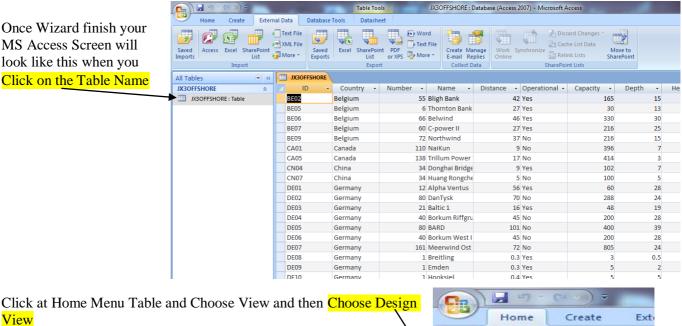
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Now you will see the JX3OFFSH appear in the File name box	ORE.CSV will	WALL File (2007) (2013) Get External Data - Text File Select the source and dest	Text File	SHE SHE Gathe I				
Click first radio button Import th	e source data	Specify the source of the data.						
into a new table in the current da		Ele name: C:Users/Neha-Vinod/Desktop/Practical-may2013/0417_513_sf_21UX3OFFSHORE.csv Biomee Bi						
Click Ok button		 Import the source data. If the specified table does with the imported data. Ch Append a copy of the r If the specified table exists to the source data will not to the source data will not Link to the data source 	store the data in the current database. into a new table in the current database not exist, Access will create it. If the specific mages made to the source data will not be re- ecords to the table : Table1 (rable1 respective) the database. by creating a linked table . hu will maintain a link to the source data. You records.	d table already exists, Access might (fected in the database.	create it. Changes made			
		-		ок	Cancel			
		L						
	Table Tools	JX3OFFSHORE : Database (Access 2007) - 1	Vicrosoft Access		_ 0 ×			
Import Text Wizard will appear	abase Tools Datasheet	37 - 37 	JX3OFFSHORE Import Specificat	ion				
	Your data access to be in a Delimited	d' format. If it isn't, choose the format that more c	File Forma <u>t</u> :	Field Delimiter:	ОК			
	describes your data.	d format. If it isn't, choose the format that more t	○ Fixed Width	Text Qualifier: {none}	Cancel			
Choose First Radio Button	Delimited - Characters such as		Language: English Code Page: Western Europ	💌 Dean (Windows)	Saye As Specs			
Delimited-Character such as	Hixed Width - Heids are aligned	d in columns with spaces between each field	Dates, Times, and Numbers		320			
comma or tab separate each field	Sample data from file: C:\USERS\NEHA-\	VINOD\DESKTOP\PRACTICAL-MAY2013\0417_513	Date Order: DMY Date Delimiter: DMY Date Delimiter: DYM	 Four Digit Years Leading Zeros in Dates 				
Click at Advance tab at bottom of Import Text Wizard Window It Open Import Specification	3 BEOS Belgium 6 TH 4 BEO6 Belgium 6 DE 5 BEO7 Belgium 6 C 6 BEO9 Belgium 72 NK 7 CAO1 Canada 110 NE 8 CAO5 Canada 110 NE 9 CNO4 China 34 DE 10 CNO7 China 34 HK 11 DEO1 Germany 12 Al 12 DEO2 Germany 21 AS	ligh Bank 42 hornton Bank 27 elvind 46 -power II 27 eikund 9 rillum Power Wind 9 rillum Power Wind 9 ponghai Bridge 9 anag Rongroung Intertidal 5 lpha Ventus 56 horysk 70 altic 1 6 orkum Riffgrund 45	Field Judenation: YMM YMD Field Name Data Type Field Name Data Type Field 2 Text Field 2 Text Field 4 Text Field 5 Double Field 5 Double Field 5 Double Field 9 Double	Indexed Skp No Image: Constraint of the second se	Î.			
Window	Advanced	Cancel	< <u>B</u> ack <u>N</u> ext >	Einish				
Choose Date Format Choose British Format (DMY) and o Wizard will bring next screen	abase	Table Tools JX3 : Tools Datasheet Import Text Wizard	OFFSHORE : Database (Access 2007	5-6700				
		What delimiter separates your fields? Select	the appropriate delimiter and see how	your text is affected in the pre	view below.			
Choose <mark>comma as delimiter</mark> that sep	arate fields —	Choose the delimiter that separates your f	ma O Space O Other:	(none)				
Click of New Lords		N04 China 34 Donghai B	k 42 Bank 27 46 I 27 over Wind 17 ridge 9 goheng Intertidal 5 tus 56 70	Ince Operational Cag Yes 165 Yes 300 Yes 320 Yes 216 No 216 No 216 No 216 No 216 Yes 396 No 102 Yes 100 Yes 60 No 286 Yes 48 No 286 Yes 48	a 15 117 13 157 30 117 5 25 15 127 5 15 6 15 7 133.5 8 146 7 132.5 28 150 28 150 29 133.5 19 113.5			
Click at Next button		E05 Germany 80 BARD	101	No 400				
		Advanced	Cancel	< <u>B</u> ack <u>N</u> ex				





Once Wizard finish your MS Access Screen will look like this when you Click on the Table Name



Now MS ACCESS OPEN DESIGN VIEW OF THE TABLE

Here Again you will make sure that all fields have correct Data type You can change the Data type here as per the Table Given and also correct the Format from General Tab's Format option of in Field **Properties**

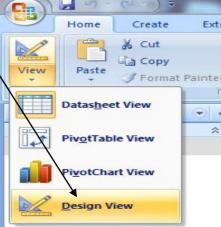


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	Depth Jumber	
	Height Number	
	Diameter Number	
	Sea / Text	
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	General Lookup	
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	Decimal Places	
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	Default Value	The number of digits that are displayed to the
	Validation Rule Validation Text	The number of digits that are displayed to the right of the decimal separator.
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📀 🔚 🖸 🕯		4:05 PM 10/1/2013

Make sure all data type and Format are correct for example here Decimal Place for Double should be 1 For Boolean (Yes/NO) Data type Click at lookup tab and choose textbox

28 Place a screenshot showing the field names and data types used into your evidence document.

Take the Screen shot of the Design View of Table and paste it Document

in your Evidence

- 1. To Take the Screen Shot click at Print Screen Key from Key Board
- 2. Open your Evidence Document and Paste it by Pressing Ctrl+V or click at home and choose paste from ribbon _____

Don't forget to write the Q No (in this case it is 28)above the Screenshot picture



29 Insert the following three records:

Ð	Country	Number	Name	Distance	Operation al	Capacity	Depth	Height	Diameter	Sea
BE04	Belgium	36	Eldepasco	37.	Yes	216	20	130.0	90	North
				0						Sea
IE01	Ireland	7	Arklow Bank	10.	Yes	25	30	129.0	111	Irish
				0						Sea
NR01	Norway	1	Hywind	10.	Yes	2	22	106.2	82	North
				5						Sea

Choose Datasheet View .

At the Last Type And paste it in E			and take the sc	reenshot	View View P	Home Create Create Create Create Copy Paste Format itsgtTable View itsgtTable View itsgtTable View	▼ ■ ★ ■	bri I <u>U</u> <u>A</u> <u>I</u> JX30FFSHORE ID <u></u> UK21 U UK22 U	11 II II II II II III III III III IIII IIIIII	
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	UK22	United Kingdor	108 West of Duddo	15	No	389	17		120 Irish Sea	
	UK23	United Kingdor	88 Sheringham Sh	23	No	317	18	133.5	107 North Sea	
	UK27	United Kingdor	75 Lincs	8	No	270	9	160	120 North Sea	
	UK32	United Kingdor	333 Triton Knoll	33	No	1200	8	230	180 North Sea	
	US01	United States	130 Cape Wind	7	No	468	5		107 Atlantic Oce	
	US02	United States	160 Rio Grande Noi	12	No	1000	22		126 Gulf of Mex	
	US03 BE04	United States	200 Bluewater Win	19	No	600	25		95 Atlantic Oce	an
	BE04 IE01	Belgium	36 Eldepasco 7 Arklow Bank	37 10	Yes	216 25	20		90 North Sea 111 Irish Sea	
	NR01	Norway	1 Hywind	10.5	No	23	22		82 North Sea	
	*			1010	No	-		10012	22 110101000	

- 30 Check your data entry for errors. Make Sure it should be exactly as given in the table no spelling mistake
- 31 Save the data.

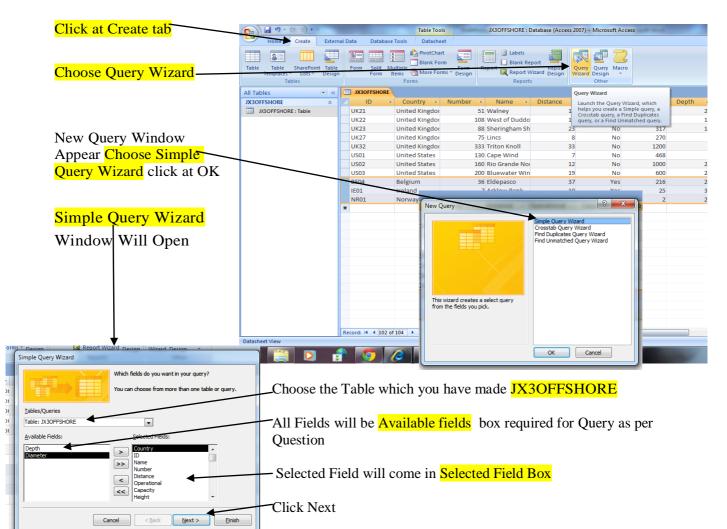
Press Ctrl + S or

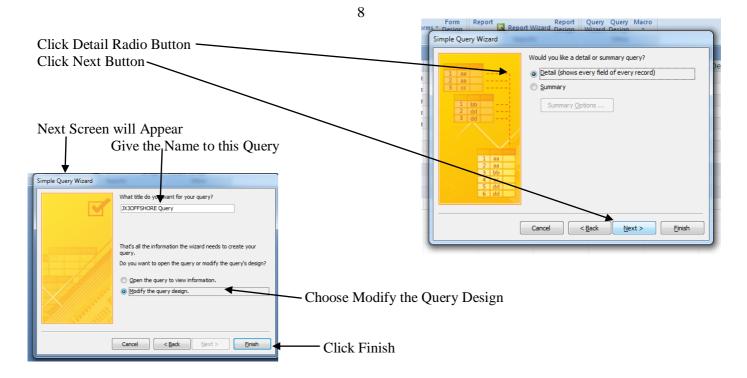
(sometimes they ask you to save with particular name in that case you save as option to save with the name they ask you to do)

- 32 Produce a report from all the data which:
 - contains a new field called Turbine_Capacity which is calculated at run-time. This field will calculate the Capacity divided by the Number of turbines
 - has the Turbine_Capacity field displayed to 1 decimal place
 - shows only the records where the Sea is North Sea or Irish Sea and Operational is Yes
 - shows only the fields Country, ID, Name, Number, Distance, Operational, Capacity, Height, Sea and Turbine_Capacity in this order with their labels in full
 - sorts the data into ascending order of Country and then ascending order of Name
 - fits on a single page wide
 - has a page orientation of landscape
 - calculates the total Number of turbines and places it at the bottom of the report
 - has a label to the left of this number Total turbines in operation
 - includes the heading Power from North and Irish Seas at the top of the page
 - has your name, Centre number and candidate number on the right in the footer.

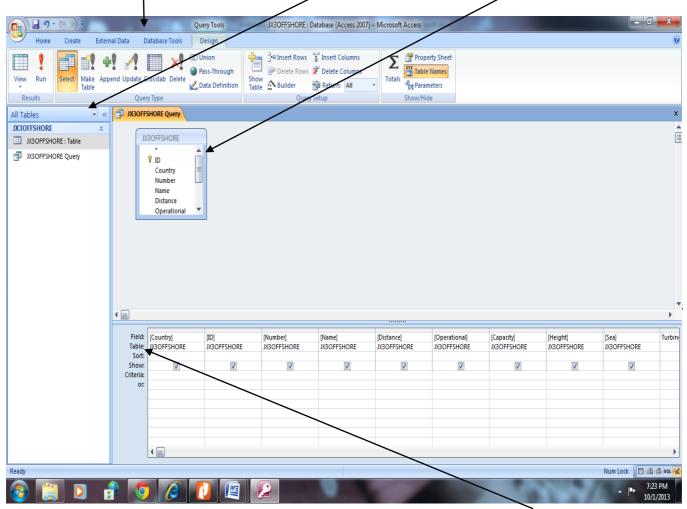
Read the complete question carefully before starting the task

You have to make new field which calculate at run time & Show Records based on certain criteria in report so first thing we do is to make query for creating a Report





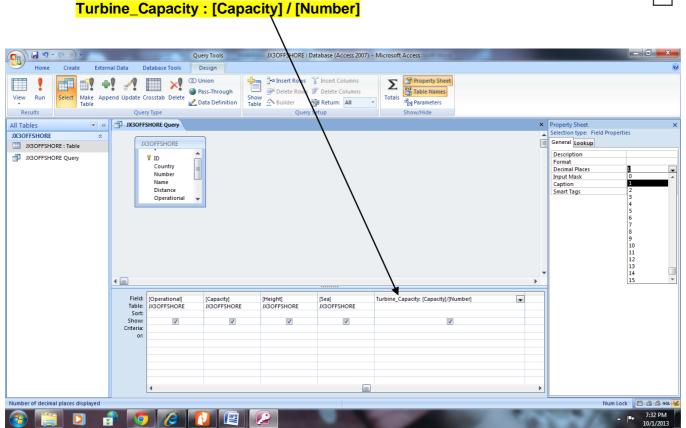
Query Design with Tools will appear you will see the Query name at left side. Table from which the query is made will be displayed in upper box



You will see all the fields you have chosen during query design are selected with $[\checkmark]$ in show $[\checkmark]$ indicate that this field values will be displayed when you run a Query or Report made from this query

7

To create a Calculated field **Turbine_Capacity** we will choose a blank field write a expression **Turbine_Capacity :** [Capacity] / [Number] Note that Field name is followed by (:) then name of fields which will be used in calculation in square brackets [field name] operator (+ or – or / or *) depending upon the condition given in question in this question Turbine Capacity will be calculated Capacity Field Divided by Number Field so our Expression will be



It also mentioned that Turbine_ Capacity Fields should be calculated to 1 Decimal Place only

	on Turbine_Capacity Field and choose Properties	Turbine_Capacity: [Capacity]/[Number] Σ	▼ Tota <u>l</u> s
option \			Table <u>N</u> ames
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	Selection type: Field Properties General Lookup		<u>P</u> aste
	Description Format Standard Decimal Places 1		<u>B</u> uild
	Input Mask Caption		<u>Z</u> oom
	Smart Tags		Properties
	Turbine_Capacity: [Capacity]/[Number]		200
		e Sure that <mark>Format is Standard</mark> fo	or Decimal
	Num Le		

Write <mark>Yes</mark> in <mark>Criteria box</mark> of									
Operational field	Field:	Distance	Operational	Capacity	Height	Sea	Turbine_Capacity: [Capacity]/[Number]		
Write North Sea in Criteria	Table:	JX3OFFSHORE	JX3OFFSHORE	JX3OFFSHORE	•	JX3OFFSHORE			
Box of Sea Field	Sat								
and Irish Sea in or box of Sea	Show:		V	1	V	V	V		
Field	Criteria:		Yes			"North Sea"			
	10		Yes			"Trish Sea"			

shows only the records where the Sea is North Sea or Irish Sea and Operational is Yes

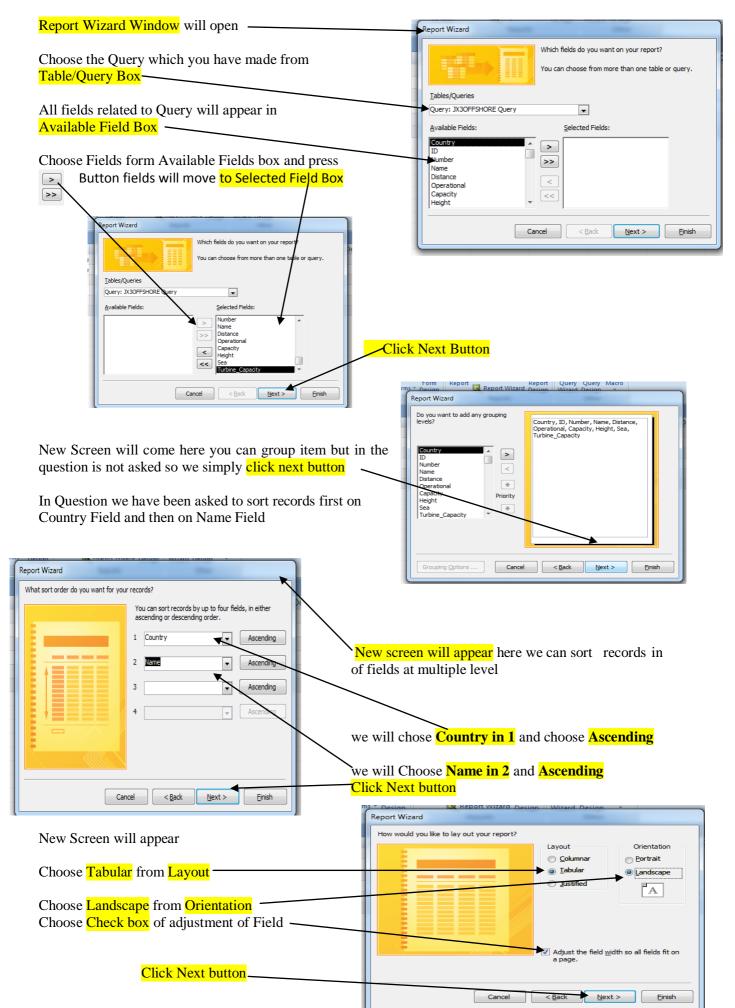
Make sure that you write Yes in or Field of Operational Field also otherwise records of no with Irish Sea will also appear

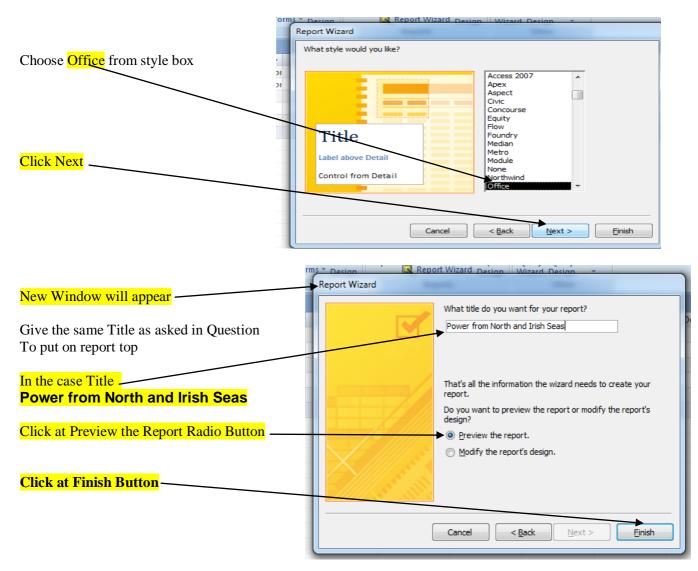
When you run this query you will get this output save the Query

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	Belgium	BE06	66 Belwind	46	Yes	330	117 North Sea	5.0	
	Belgium	BE07	60 C-power II	27	Yes	216	130 North Sea	3.6	
	Germany	DE01	12 Alpha Ven	tus 56	Yes	60	150 North Sea	5.0	
	Germany	DE09	1 Emden	0.3	Yes	5	157 North Sea	5.0	
	Germany	DE10	1 Hooksiel	0.4	Yes	5	151 North Sea	5.0	
	Denmark	DK02	80 Horns Rev	1 17	Yes	160	110 North Sea	2.0	
	Denmark	DK05	91 Horns Rev	2 31.7	Yes	209	114.5 North Sea	2.3	
	Netherlands	NL01	60 Princess A	mali 23	Yes	120	99 North Sea	2.0	
	Netherlands	NL02	36 Egmond aa	an Ze 10	Yes	108	115 North Sea	3.0	
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	United Kingdo	r UK04	30 Barrow	10	Yes	90	120 Irish Sea	3.0	
	United Kingdo	r UK05	60 Robin Rigg	9.5	Yes	216	125 Irish Sea	3.6	
	United Kingdo	I UK06	30 Kentish Fla	ats 8.5	Yes	90	115 North Sea	3.0	
	United Kingdo	r UK07	25 Burbo Ban	k 6.4	Yes	90	137 Irish Sea	3.6	
	United Kingdo	r UK08	27 Lynn	5.2	Yes	97	133.5 North Sea	3.6	
	United Kingdo	r UK09	30 Inner Dow	sing 5	Yes	120	133.5 North Sea	4.0	
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	United Kingdo	r UK19	100 Thanet	11	Yes	300	115 North Sea	3.0	
	United Kingdo	r UK21	51 Walney	14	Yes	184	137 Irish Sea	3.6	
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Now we will start making the Report which is the main Task

Click at Create menu	Table Tools JX3OFFSHORE : Database (Access 2	2007) -
then click Report Wizard	Home Create External Data Database Tools Datasheet	
		Query Wizard
	Tables Forms Reports	





You will See the Preview of the Report it is not formatted as desired so we will click at Report name on left so that view button appear

click at <mark>Kepoli na</mark>	ime on left so that	l view buttor	i appear						
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		Belgium	Eldepasco	BE04	36		Yes 216	130 North Sea	6.0
		Belgium	Thornton Bank	BE05	6	27	Yes 30	157 North Sea	5.0
		Denmark	Horns Rev 1	DK02	80	17	Yes 160	110 North Sea	2.0
		Denmark	Horns Rev 2	DK05	91	31.7	Yes 209	114.5 North Sea	2.3
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		Ireland	Arklow Bank	IE01	7	10	Yes 25	129 Irish Sea	3.6
		Netherlands	Egmond aan Zee	NL02	36	10	Yes 108	115 North Sea	3.0
		Netherlands	Princess Amalia	NL01	60	23	Yes 120	99 North Sea	2.0
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		Unit ed Kingdo	Burbo Bank	UK07	25	6.4	Yes 90	137 Irish Sea	3. c
		Unit ed Kingdo	Gunfleet Sands	UK11	48	7	Yes 172	128.5 North Sea	3. c
		United Kingdo	Inner Dowsing	UK09	30	5	Yes 120	133.5 North Sea	4.C
		United Kingdo	Kentish Flats	UK06	30	8.5	Yes 90	115 North Sea	3.C 🗸
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	Belgium

Layout View show how data will appear on Page boundary are displayed as dotted lines

Fields are separated as column

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Power from North and Irish S	Country	Name	ID	mber D	istance tional	acity H	eight Sea	pacity
JX30FFSHORE Query	Belgium	Belwind	BE06	66	46 Yes	330	117 North Sea	5.0
	Belgium	C-power II	BE07	60	27 Yes	216	130 North Sea	3.6
	Belgium	Eldepasco	BE04	36	37 Yes	216	130 North Sea	6.0
	Belgium	Thornton Bank	BE05	6	27 Yes	30	157 North Sea	5.0
	Denmark	Horns Rev 1	DK02	80	17 Yes	160	110 North Sea	2.0
	Denmark	Horns Rev 2	DK05	91	31.7 Yes	209 1	114.5 North Sea	2.3
	Germany	Alpha Ventus	DE01	12	56 Yes	60	150 North Sea	5.0
	Germany	Emden	DE09	1	0.3 Yes	5	157 North Sea	5.0
	Germany	Hooksiel	DE10	1	0.4 Yes	5	151 North Sea	5.0
	Ireland	Arklow Bank	IE01	7	10 Yes	25	129 Irish Sea	3.6
	Netherlands	Egmond aan Zee	NL02	36	10 Yes	108	115 North Sea	3.0
	Netherlands	Princess Amalia	NL01	60	23 Yes	120	99 North Sea	2.0
	Turbine_Capa	Bligh Bank	BE02	55	42 Yes	165	117 North Sea	3.0

Now we will Adjust the field so that information is properly visible with in a Page

lick on the Field H	eading and d	rag the Ha	andle (🖚)	which	appe	ar at the	corner <mark>to</mark>	increase or	decrease t	ne mera
<mark>idth</mark>			/							
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	Belgium	Eldepasco	BE04	36	37	Yes	216	130 North Sea	6.0	
	Belgium	Thornton Bank	BE05	6	27	Yes	30	157 North Sea	5.0	
	Denmark	Horns Rev 1	DK02	80	17	Yes	160	110 North Sea	2.0	
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	Netherlands	Princess Amalia	NL01	60	23	Yes	120	99 North Sea	2.0	
	United Kingdom	Barrow	UK04	30	10	Yes	90	120 Irish Sea	3.0	

Click on the Field Heading and drag the Handle (\Rightarrow) which appear at the corner to increase or decrease the field

8

We have to make calculated total Number of Turbine in operation and place at bottom

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Click at Text Box Tool and drag it to Report Footer

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Turbine which are operational

We will use Count Function

Note Formula will start with (=) Sign followed by **Formula** name and bracket () if use any field name inside the bracket field name should be given in square bracket [**field name**]

=count([Operational])

When you see the layout view it will look like this you will notice the calculated field at bottom

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		United Kingdom	Scroby Sands	UK01	30	2.3	Yes	60	100	North Sea	2.0		
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your name, Centre number and candidate number on the right in the footer.

Now we have to create page footer we will again go to design view

We will Click at Page Footer and delete all boxes present there

Click at Label and drag it to right side of the Page Footer

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Click at the Label Box and type your name, Centre number and candidate number

Click at View and choose print Preview

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		Germany	Alpha Ventus	DE01	12			60	150	North Sea	3.0	
		Germany	Emden	DE09	1		Yes	5	157	North Sea	5.0	
		Germany	Hookslel	DE10	1	0.4	Yes	5	151	North Sea	5.0	
		Ireland	Arklow Bank	IE 01	7	10	Yes	25	129	Irish Sea	3.6	
		Netherlands	Egmond aan Zee	NL02	36	10	Yes	108	115	North Sea	3.0	
		Netherlands	Princess Amalia	NL01	60	23	Yes	120	99	North Sea	2.0	
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		United Kingdom	Beatricee Demonstration	UK10	2	23	Yes	10	170	North Sea	5.0	
		United Kingdom	Blyth	UK14	2		Yes	4	95	North Sea	2.0	
		United Kingdom	Burbo Bank	UK07	25			90	137	Irish Sea	3.6	
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		United Kingdom	Rhyl Flats	UKDB	25			90	133.5	Irish Sea	3.6	
		United Kingdom	Robin Rigg	UKOS	60			216	125	Irish Sea	3.6	
		United Kingdom	Scroby Sands	UKD1	30	2.3		60	100	North Sea	2.0	
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You have completed the first task of MS Access

34 Produce an extract from all the data which:

- selects only those locations
- in the United Kingdom
- in the North Sea

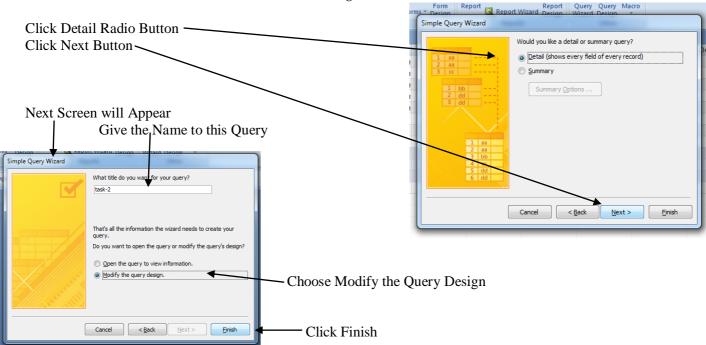
- with a capacity of 90 or more megawatts (MW)
- which are operational
- shows only the fields Name, Sea, Capacity in this order
- sorts the Capacity in descending order (largest to smallest)

Whenever a Question of Extract Comes you have to make a query and display the result

Step to Create Query is same as we have done in Task-1

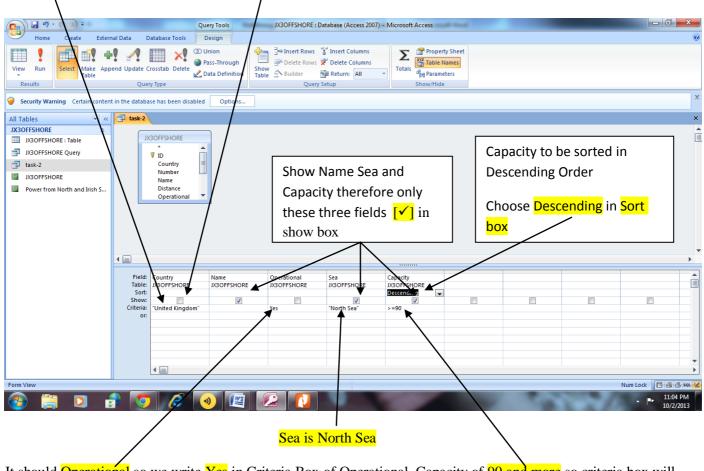
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Cancel < Back Next > Finish								

Since the extract required fields Country, Name, Capacity, Operational and Sea we will choose only those from **Available Fields**



Add the criteria in Criteria Box as per asked in Question and remove the tick mark from show box which field are not asked to display

In this Question Criteria is Country Name should be United Kingdom but not to be displayed so we put United Kingdom in Criteria Box and remove $[\checkmark]$ t from Show Box of Country

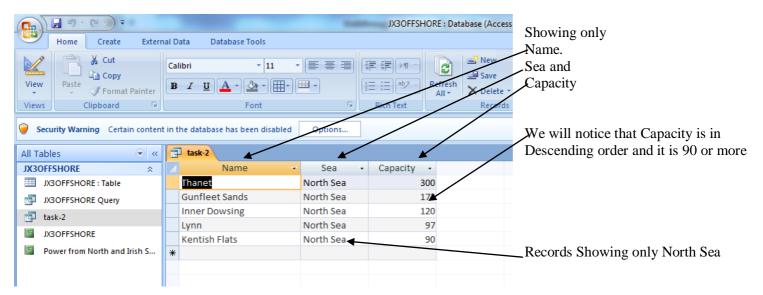


It should Operational so we write Yes in Criteria Box of Operational. Capacity of 90 and more so criteria box will contain >=90

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	!	
View	Run	Select

Click Run button to Run the Query

Extract would be Like This



These Names are present United Kingdom only

Save this data in a form which can be imported into the document that you saved in step 26.

To save the Data which can be imported in Document

Click at External Data Menu	JX3OFFSHORE : Database (Acces
Choose Export to Word	Home Create External Data Database Tools Text File Saved List Text File Create Manage Excel SharePoint List Text File Create Manage Excel SharePoint List Text File Create Manage Excel SharePoint List Text File Create Manage Example Create Manage
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To import the Data saved in rtf file into MS Word Steps are as follows

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