



MS-ACCESS TASK-1 MAY 2013 PAPER 21

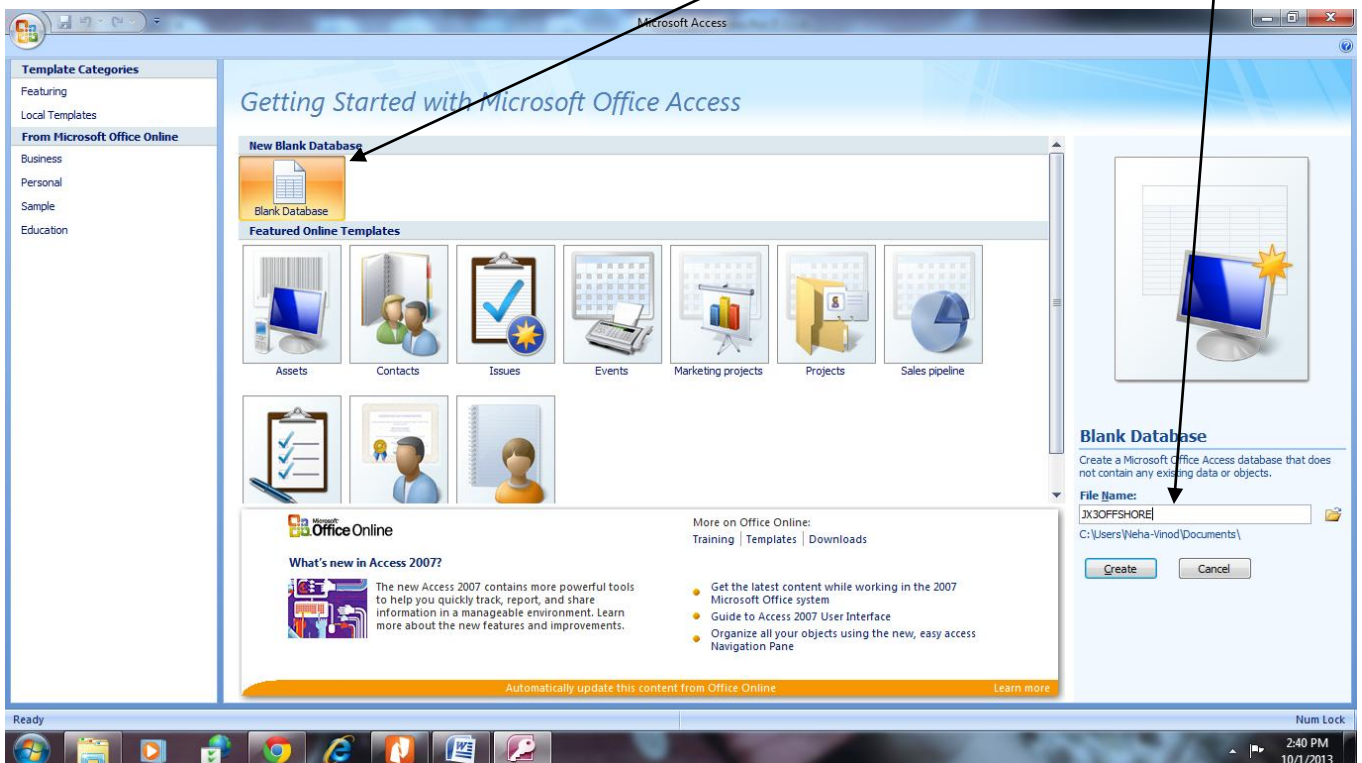
27 Using a suitable database package, import the file JX3OFFSHORE.CSV . Use the following field names and data types:

NAME	DATA	FORMAT
ID	Text	
Country	Text	
Number	Number	Integer
Name	Text	
Distance	Number	1 decimal place
Operational	Boolean/	Yes/No
Capacity	Number	Integer
Depth	Number	Integer
Height	Number	1 decimal place
Diameter	Number	Integer
Sea	Text	

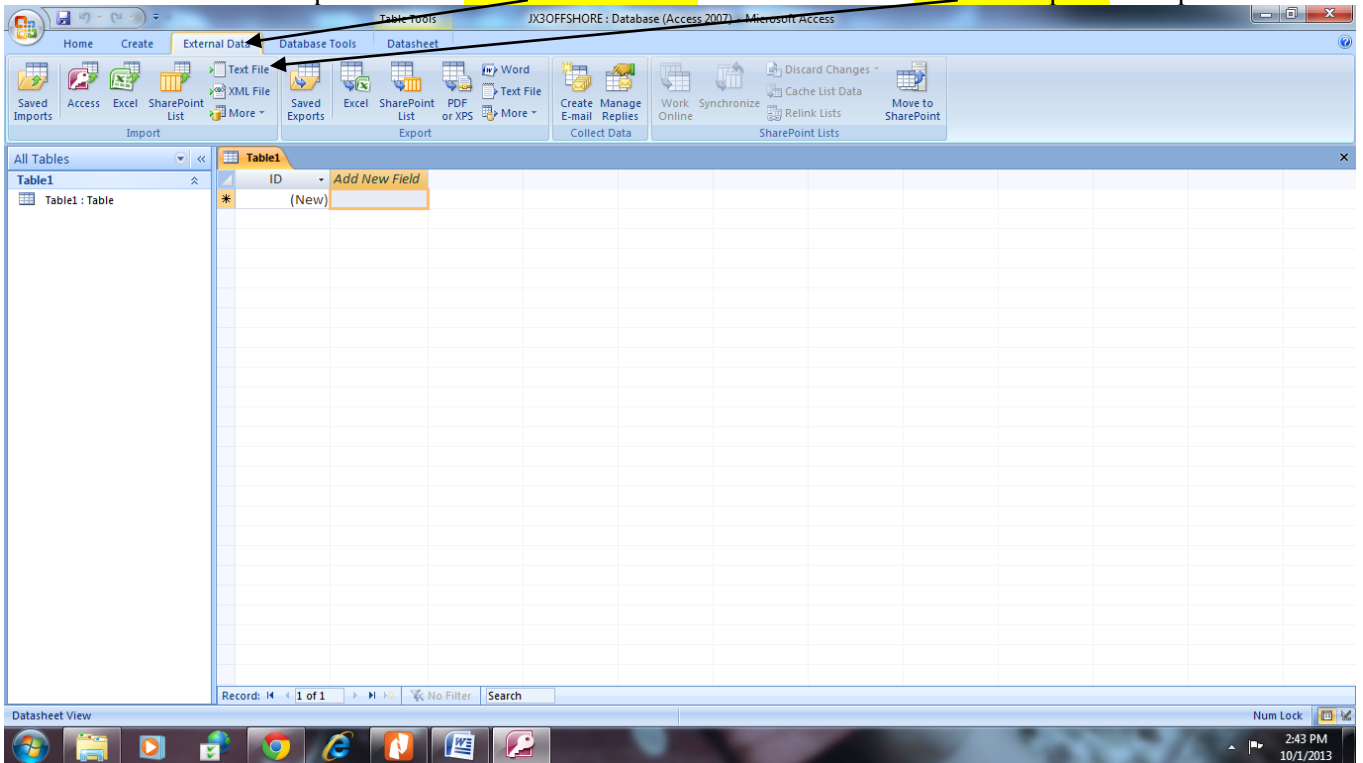
Steps to do Question no 27

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

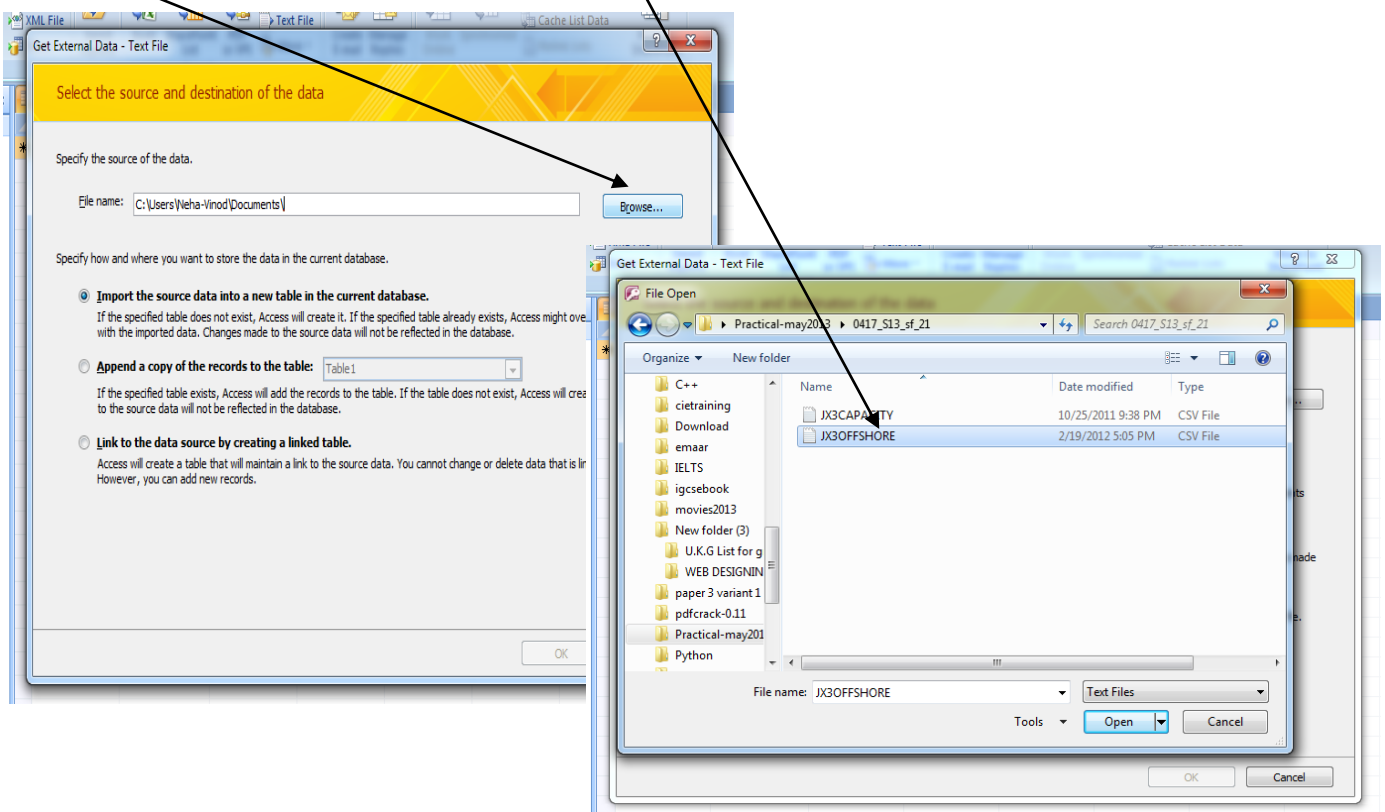
Getting Started With Microsoft Office Access 2007 with open click at **Blank Database Give the File name for Database and click at Create**



A Blank Database will open Click at **External Data** menu and then click on **Text File** Option to import the csv file

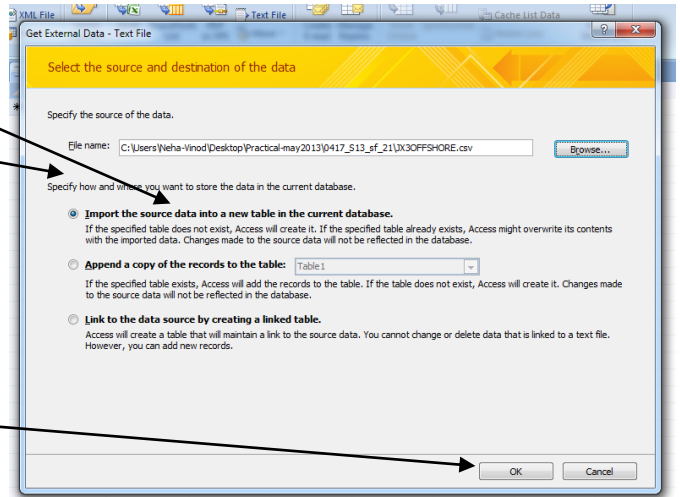


When you click on Text File to import the csv file Get External Data-Text File dialogue box will open click at **browse** button to reach to folder contain **JX3OFFSHORE.CSV** and click on the **JX3OFFSHORE.csv**



Now you will see the **JX3OFFSHORE.CSV** will appear in the File name box

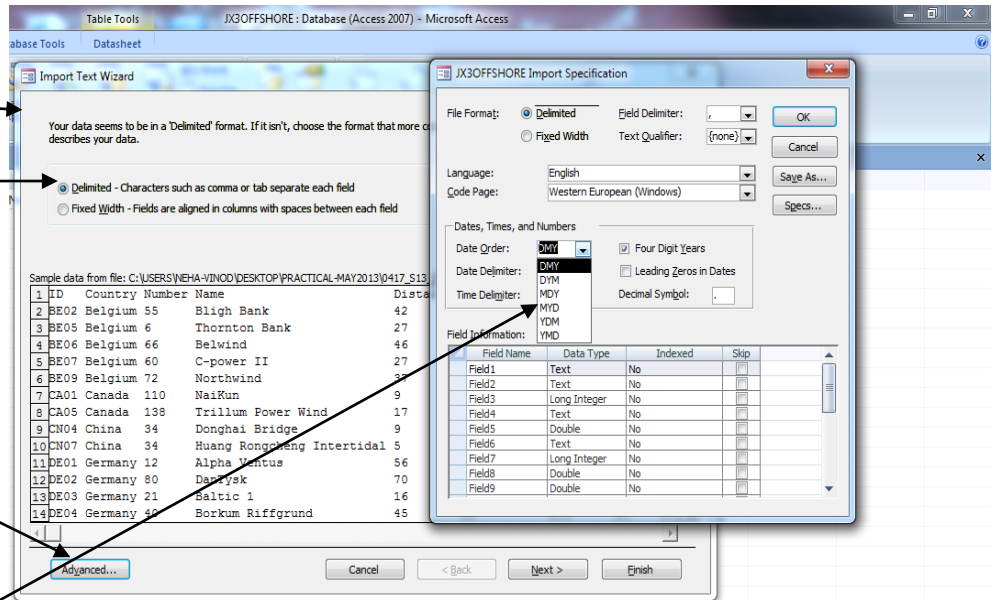
Click first radio button **Import the source data into a new table in the current database only**



Click Ok button

Import Text Wizard will appear

Choose First Radio Button **Delimited-Character such as comma or tab separate each field**



Click at **Advance tab** at bottom of Import Text Wizard Window

It Open **Import Specification Window**

Choose Date Format

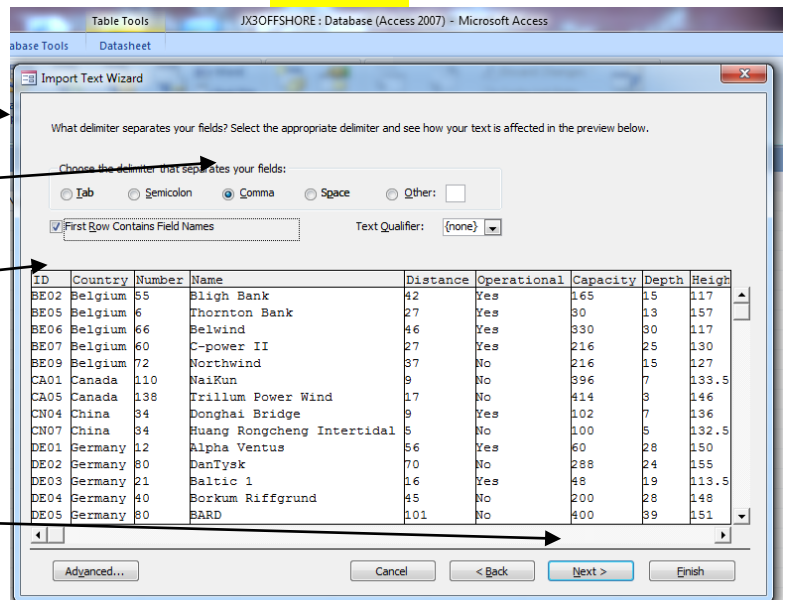
Choose British Format (DMY) and click at OK button and then Click at **Next button**

Wizard will bring next screen

Choose **comma as delimiter** that separate fields

Choose First row Contains Field Name

Click at **Next button**



Wizard will open new Screen

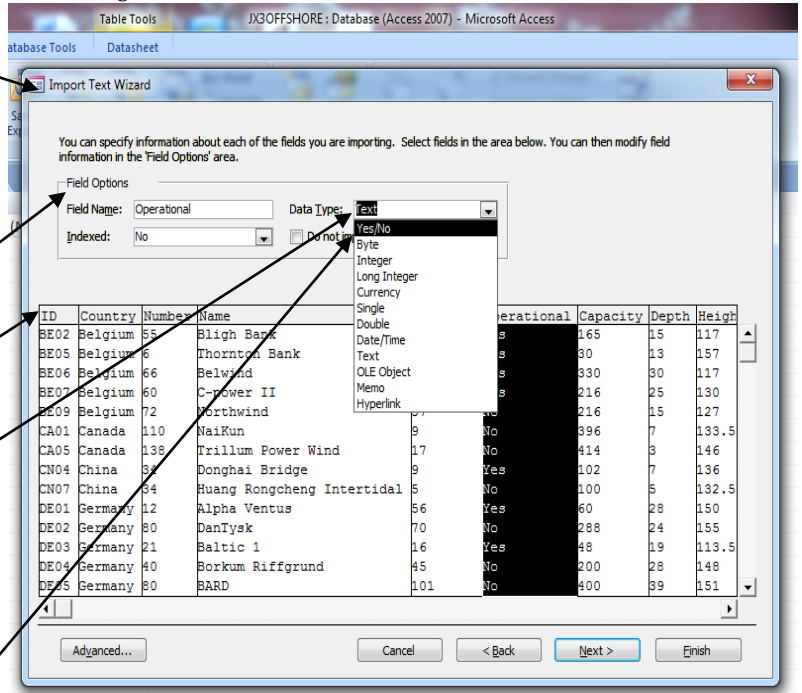
This is screen which contain Field name and corresponding Data Type Here you will correct the Data type as per given in the table

You can choose field name from **Field Option field name box**

OR simple click at the field **name heading**

Once you select the Field name corresponding **Data Type box** will show the data type

You have correct the data type as per the table given in the question For example Operational is Boolean but in this screen it is showing Text so we will click at data type box and choose **Yes No**



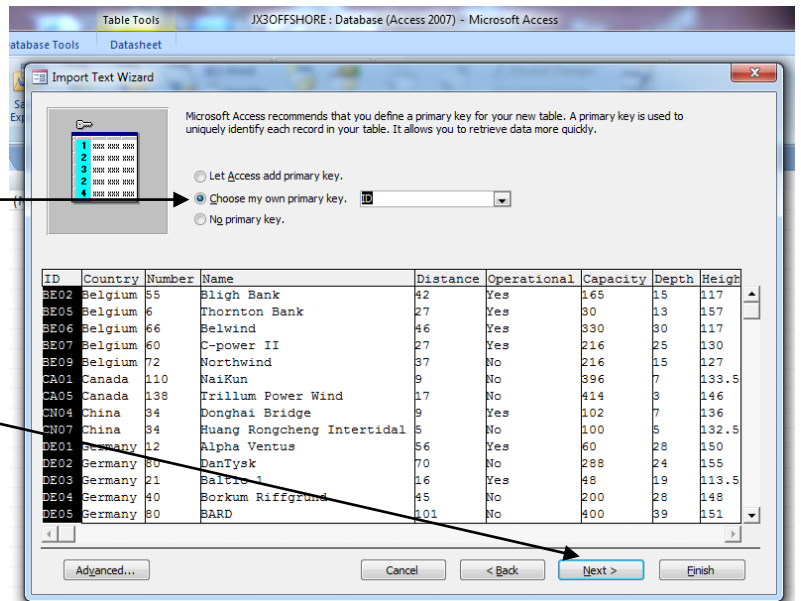
For Number without Decimal Choose Integer as Data Type and for Decimal Place you can choose Double

As per Table given in Question we will change the data type here And Then Click at **Next button**

Next Screen will appear here you will chose field which you want to be a primary key Click the ID Field as Primary Key

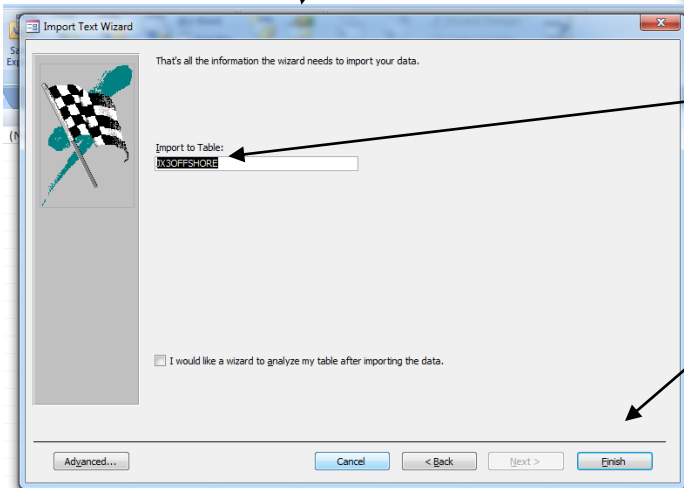
Click **Next Button**

New Screen will appear

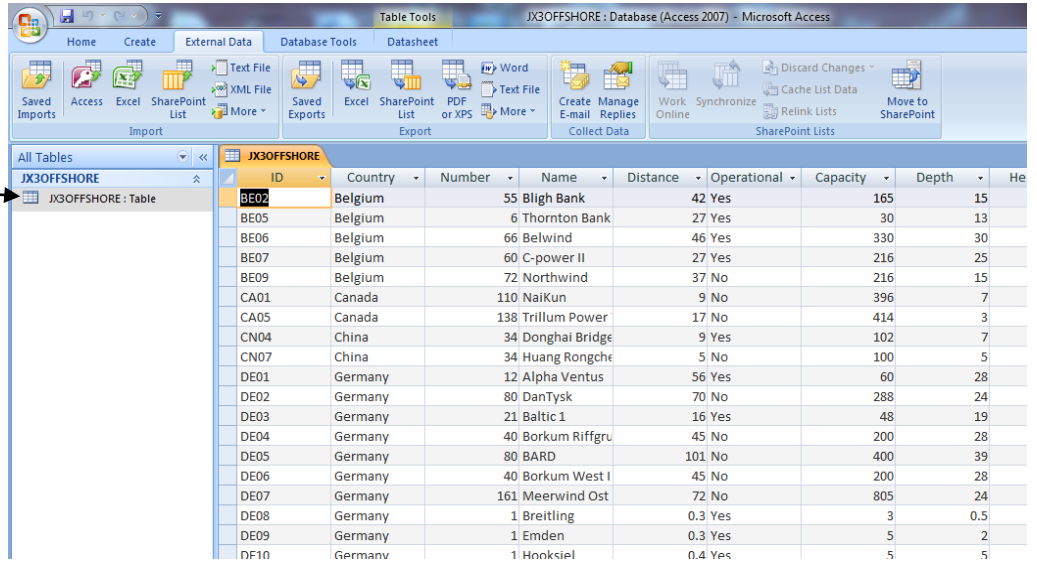


You will name the table here let it be the same name as CSV file if not given specifically

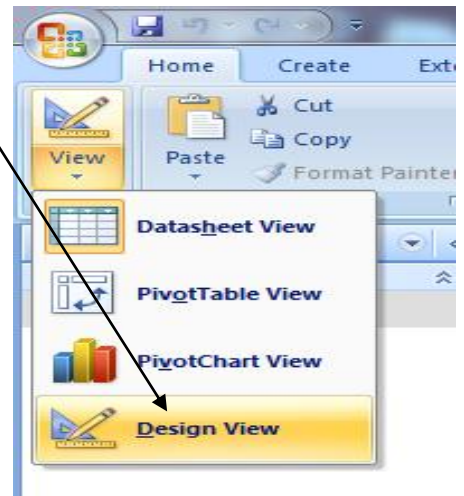
Click at Finish button



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

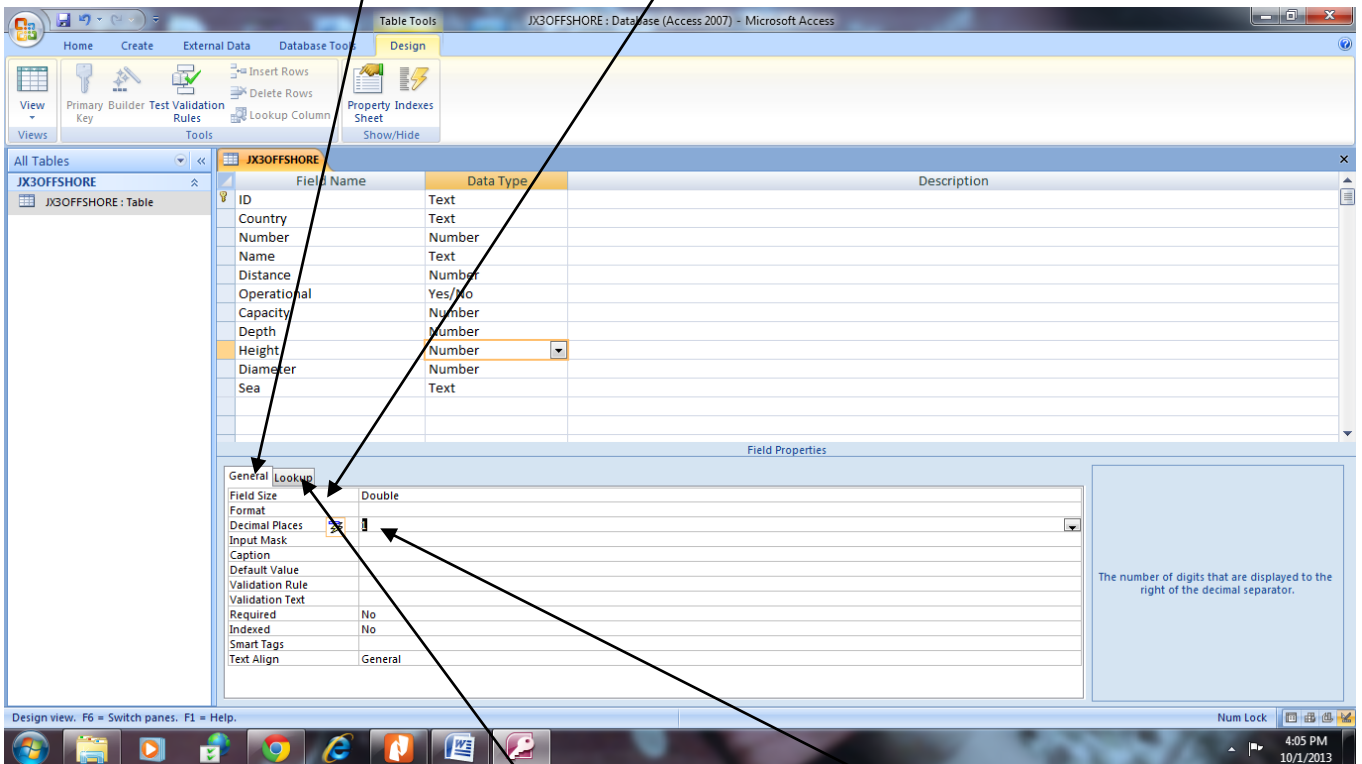


Click at Home Menu Table and Choose View and then **Choose Design View**



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**



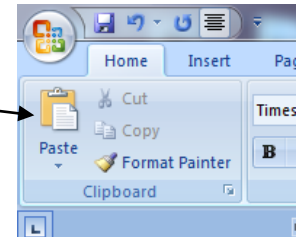
Make sure all data type and Format are correct for example here **Decimal Place** for Double should be 1
 For Boolean (Yes/NO) Data type Click at **lookup tab** and choose **textbox**

- 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 in your Evidence Document

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

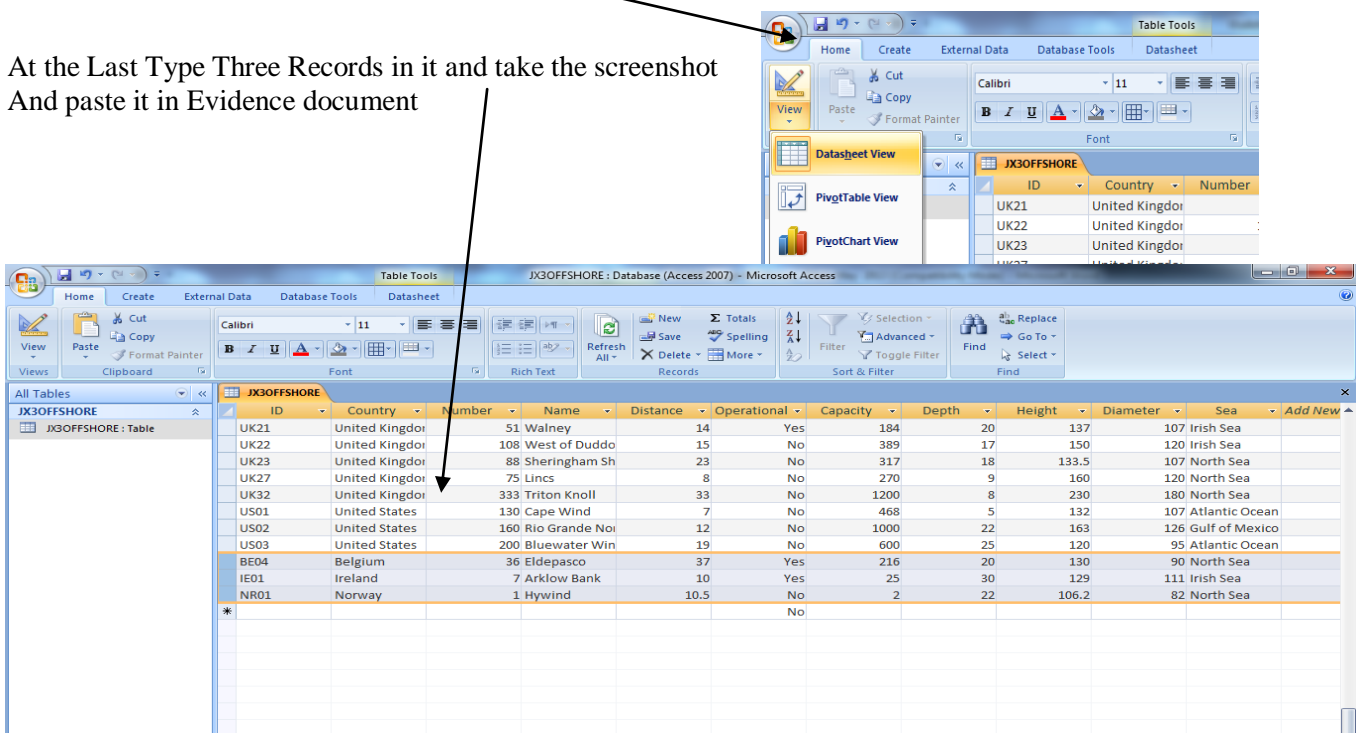


- 29 Insert the following three records:

ID	Country	Number	Name	Distance	Operational	Capacity	Depth	Height	Diameter	Sea
BE04	Belgium	36	Eldepasco	37.0	Yes	216	20	130.0	90	North Sea
IE01	Ireland	7	Arklow Bank	10.0	Yes	25	30	129.0	111	Irish Sea
NR01	Norway	1	Hywind	10.5	Yes	2	22	106.2	82	North Sea

Choose Datasheet View

At the Last Type Three Records in it and take the screenshot And paste it in Evidence document



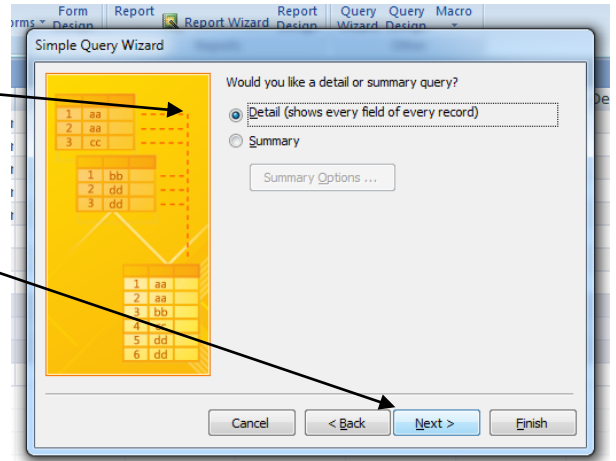
- 30 Check your data entry for errors.
Make Sure it should be exactly as given in the table no spelling mistake

- 31 Save the data.

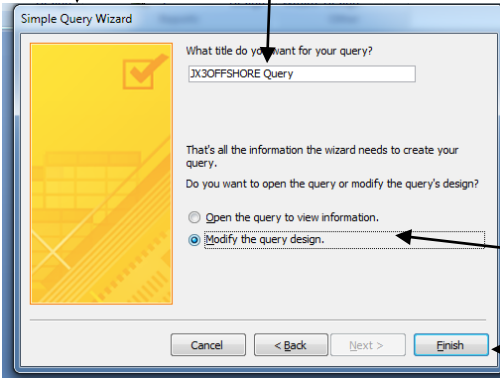
Press Ctrl + S or

File→ Save to save your work you have done till now

Click Detail Radio Button
Click Next Button



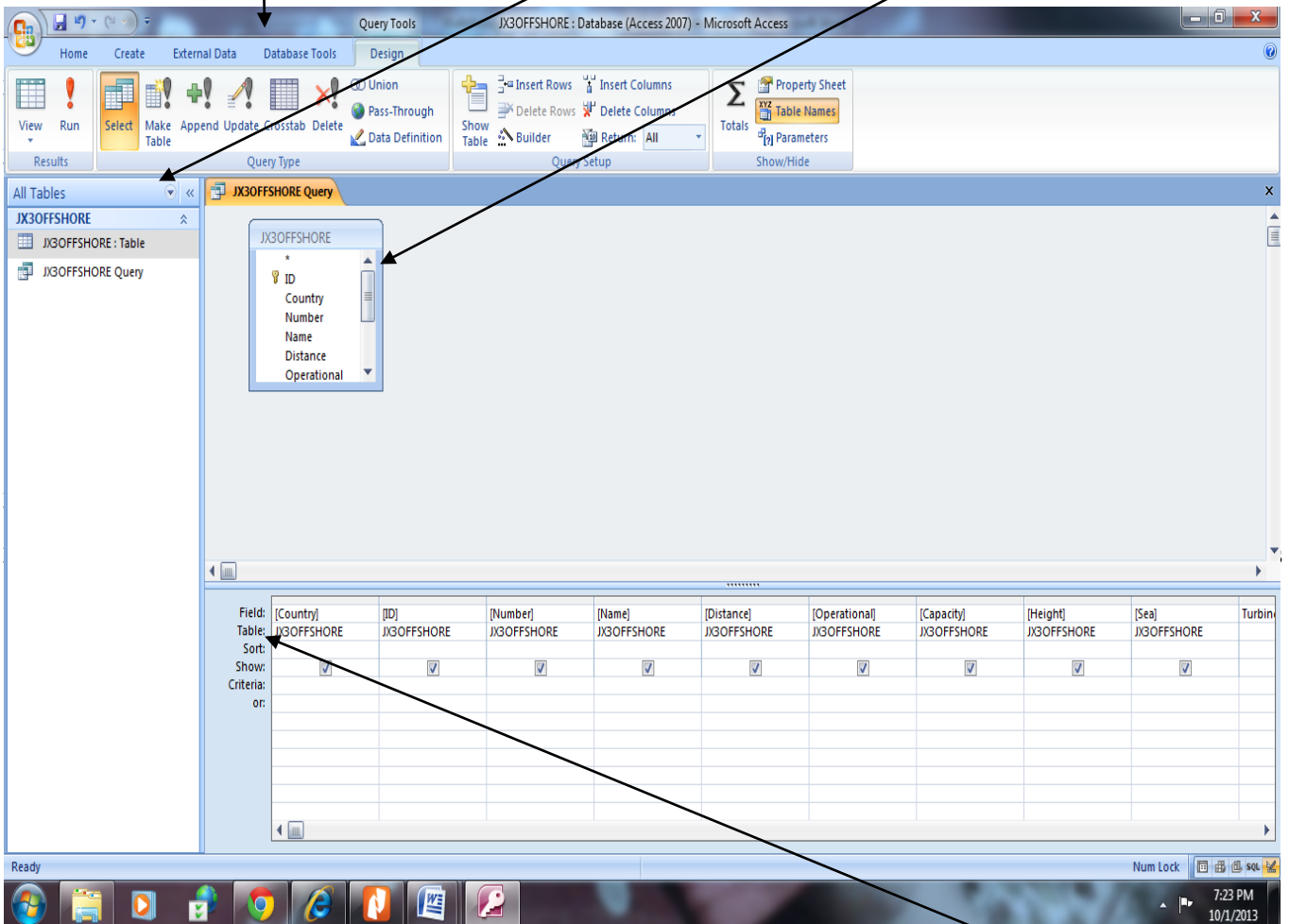
Next Screen will Appear
Give the Name to this Query



Choose Modify the Query Design

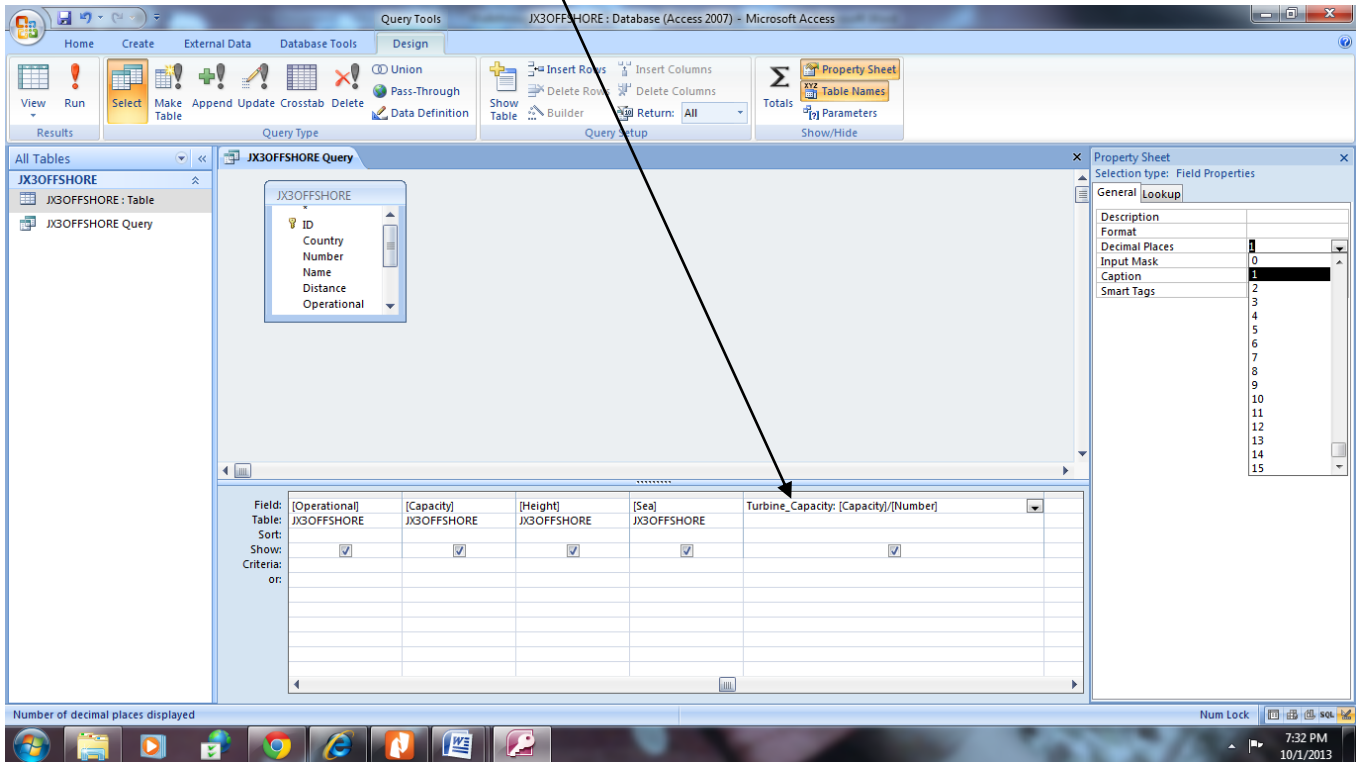
Click Finish

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



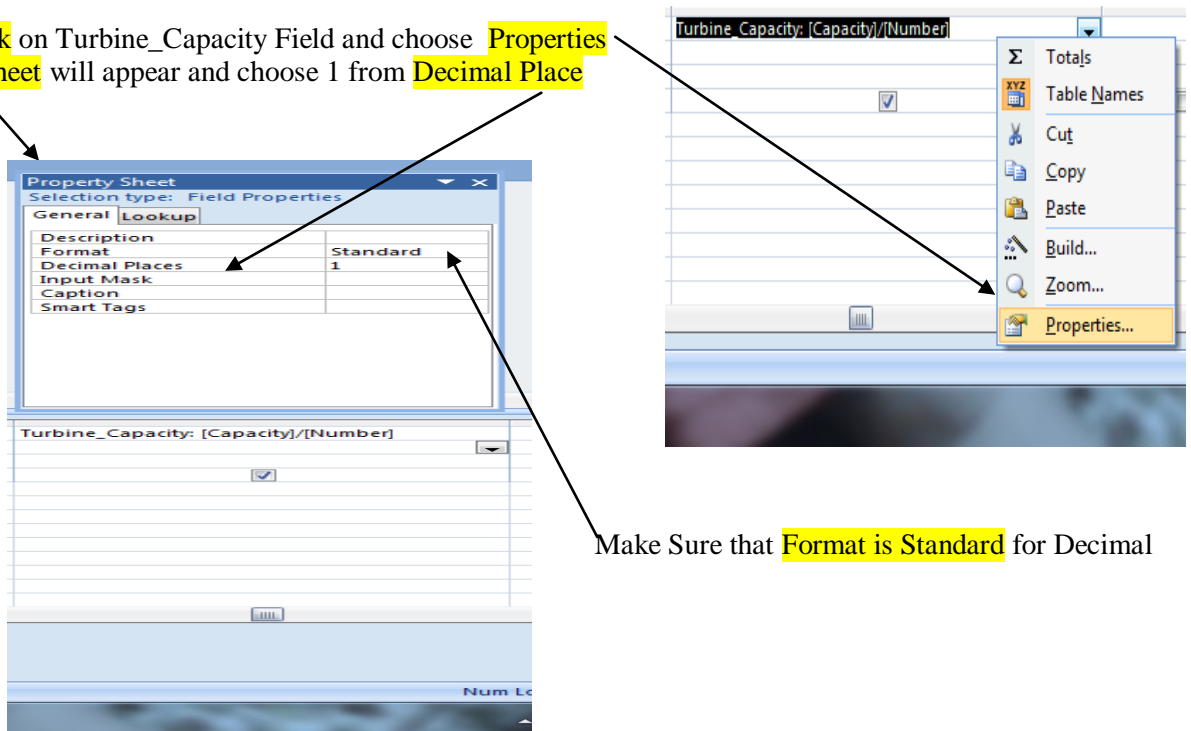
You will see all the fields you have chosen during query design are selected with **[✓] in show** [✓] indicate that this field values will be displayed when you run a Query or Report made from this query

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 **Turbine_Capacity : [Capacity] / [Number]**



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

we right click on Turbine_Capacity Field and choose Properties Properties Sheet will appear and choose 1 from Decimal Place option



Make Sure that Format is Standard for Decimal

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

Write **Yes** in **Criteria** box of **Operational** field

Write **North Sea** in **Criteria** **Box** of **Sea** Field

and **Irish Sea** in **or** box of **Sea** Field

Field:	Distance	Operational	Capacity	Height	Sea	Turbine_Capacity: (Capacity)/(Number)
Table:	JX3OFFSHORE	JX3OFFSHORE	JX3OFFSHORE	JX3OFFSHORE	JX3OFFSHORE	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		Yes			"North Sea"	
or:		Yes			"Irish Sea"	

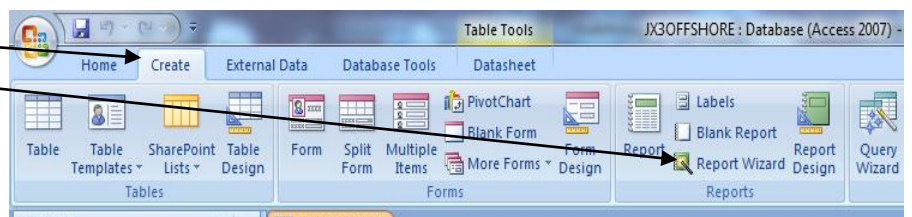
Make sure that you write Yes in or Field of Operational Field also otherwise records of no with Irish Sea will also appear

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

Country	ID	Number	Name	Distance	Operational	Capacity	Height	Sea	Turbine_Capacity
Belgium	BE02		55 Bligh Bank	42	Yes	165	117	North Sea	3.0
Belgium	BE05		6 Thornton Bank	27	Yes	30	157	North Sea	5.0
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 Ventus	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 Amali	23	Yes	120	99	North Sea	2.0
Netherlands	NL02		36 Egmond aan Ze	10	Yes	108	115	North Sea	3.0
United Kingdom	UK01		30 Scroby Sands	2.3	Yes	60	100	North Sea	2.0
United Kingdom	UK02		30 North Hoyle	8	Yes	60	107	Irish Sea	2.0
United Kingdom	UK03		25 Rhyl Flats	8	Yes	90	133.5	Irish Sea	3.6
United Kingdom	UK04		30 Barrow	10	Yes	90	120	Irish Sea	3.0
United Kingdom	UK05		60 Robin Rigg	9.5	Yes	216	125	Irish Sea	3.6
United Kingdom	UK06		30 Kentish Flats	8.5	Yes	90	115	North Sea	3.0
United Kingdom	UK07		25 Burbo Bank	6.4	Yes	90	137	Irish Sea	3.6
United Kingdom	UK08		27 Lynn	5.2	Yes	97	133.5	North Sea	3.6
United Kingdom	UK09		30 Inner Dowsing	5	Yes	120	133.5	North Sea	4.0
United Kingdom	UK10		2 Beatrice Dem	23	Yes	10	170	North Sea	5.0
United Kingdom	UK11		48 Gunfleet Sands	7	Yes	172	128.5	North Sea	3.6
United Kingdom	UK14		2 Blyth	1	Yes	4	95	North Sea	2.0
United Kingdom	UK19		100 Thanet	11	Yes	300	115	North Sea	3.0
United Kingdom	UK21		51 Walney	14	Yes	184	137	Irish Sea	3.6

Now we will start making the Report which is the main Task

Click at **Create** menu then click **Report Wizard**

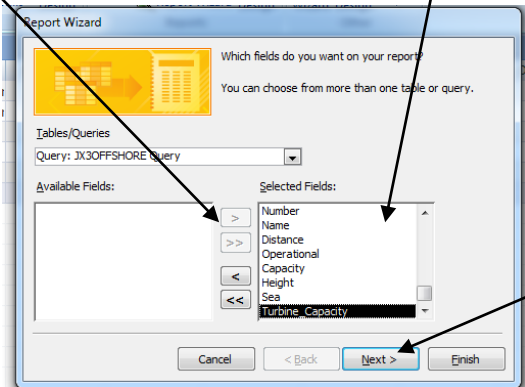
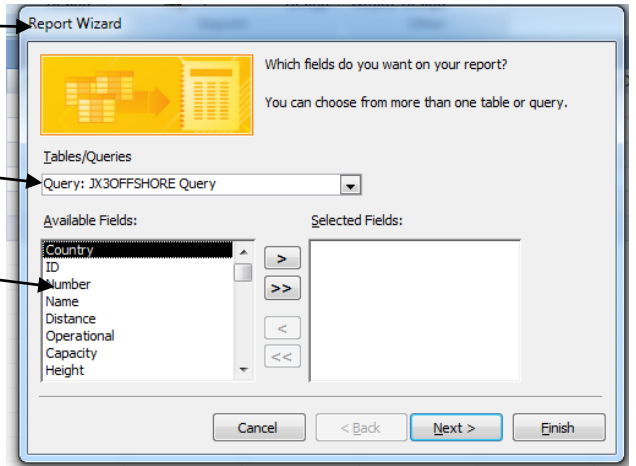


Report Wizard Window will open

Choose the Query which you have made from Table/Query Box

All fields related to Query will appear in Available Field Box

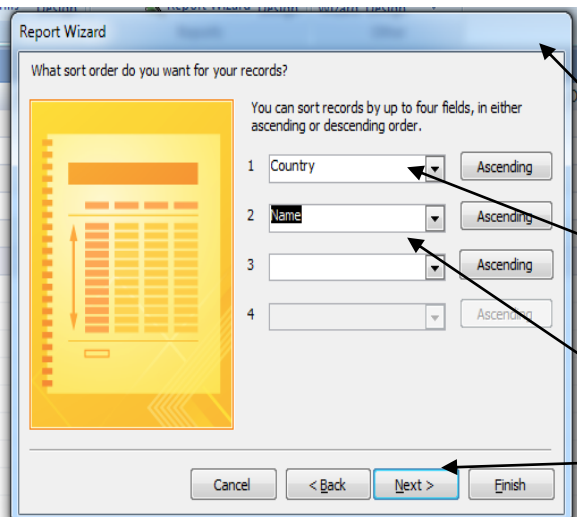
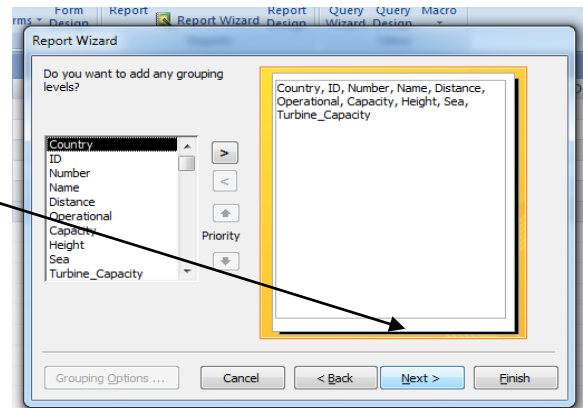
Choose Fields form Available Fields box and press Button fields will move to Selected Field Box



Click Next Button

New Screen will come here you can group item but in the question is not asked so we simply click next button

In Question we have been asked to sort records first on Country Field and then on Name Field



New screen will appear here we can sort records in of fields at multiple level

we will chose Country in 1 and choose Ascending

we will Choose Name in 2 and Ascending

Click Next button

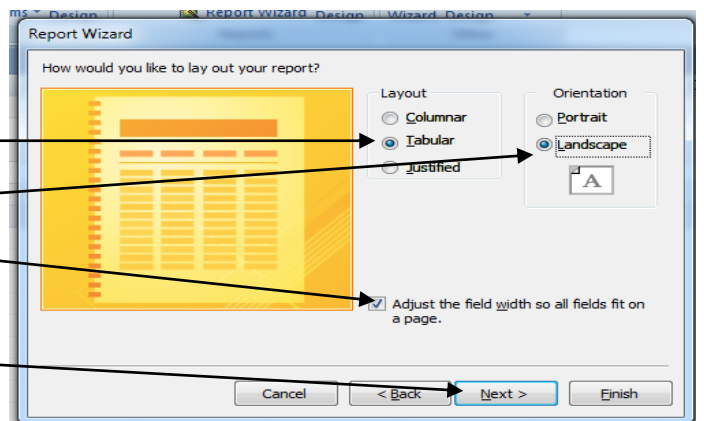
New Screen will appear

Choose Tabular from Layout

Choose Landscape from Orientation

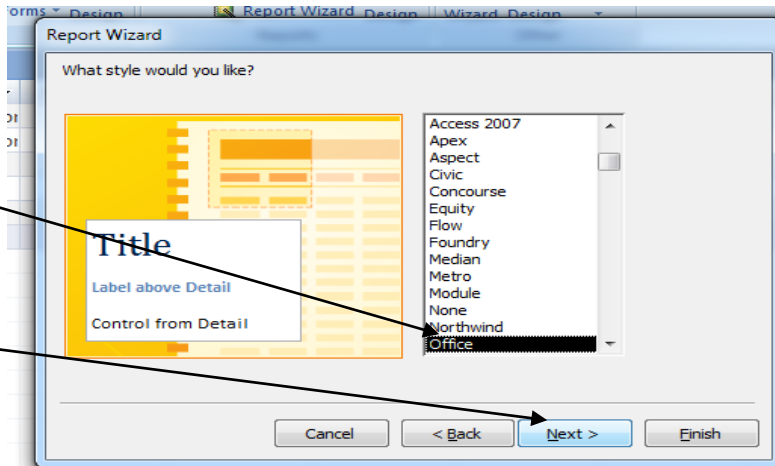
Choose Check box of adjustment of Field

Click Next button



Choose **Office** from style box

Click Next



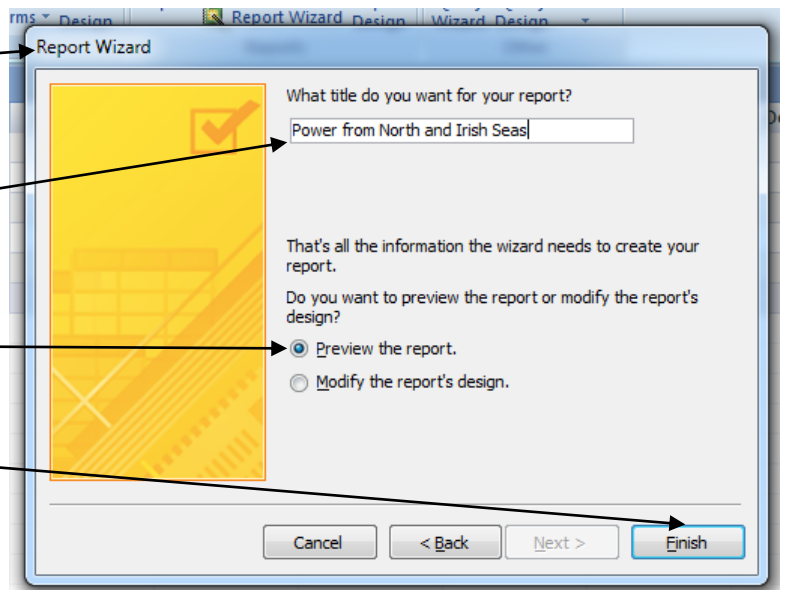
New Window will appear

Give the same Title as asked in Question
To put on report top

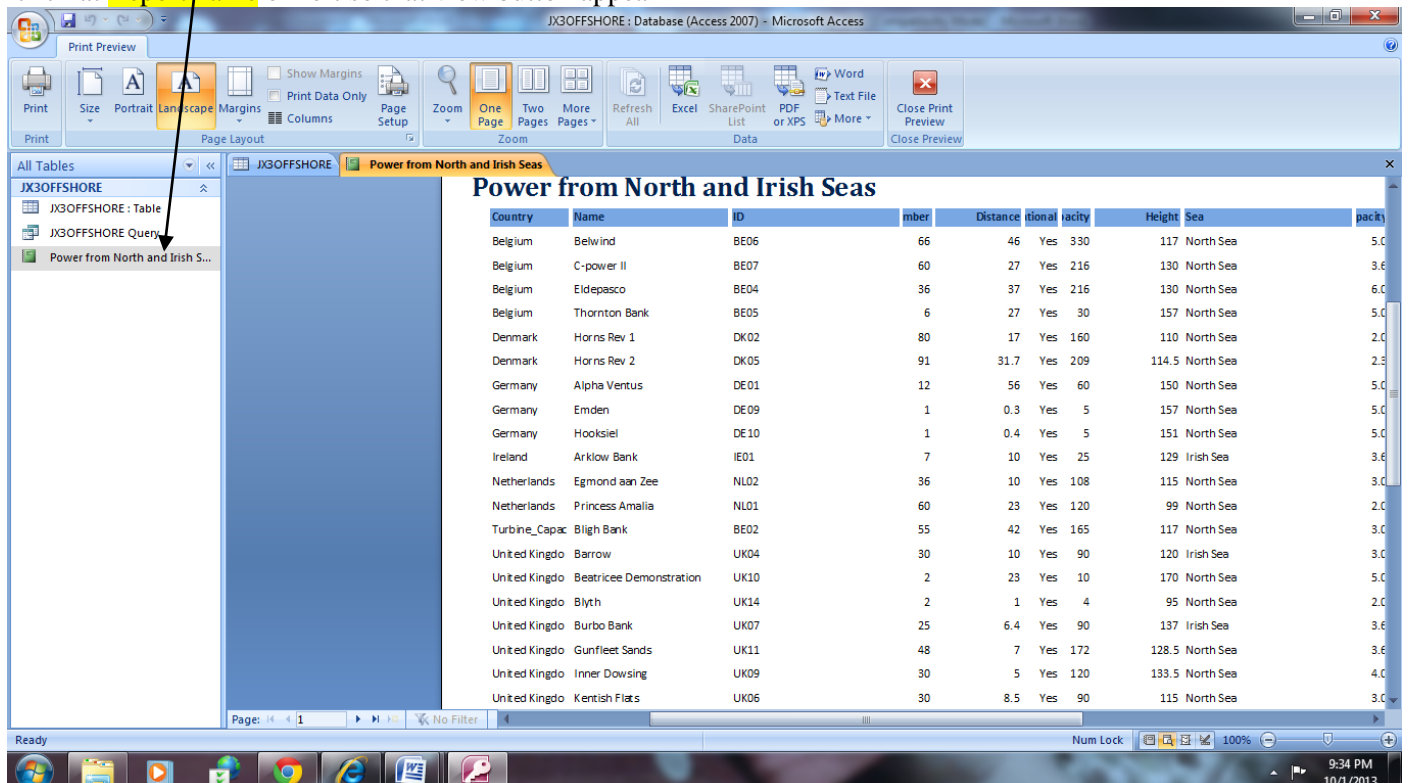
**In the case Title
Power from North and Irish Seas**

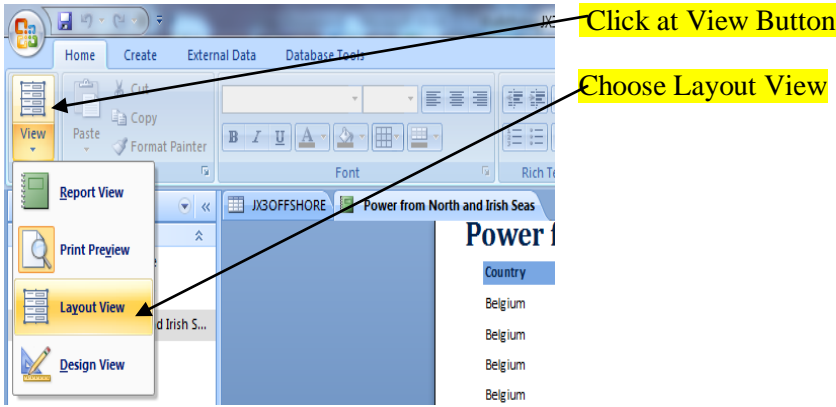
Click at Preview the Report Radio Button

Click at Finish Button



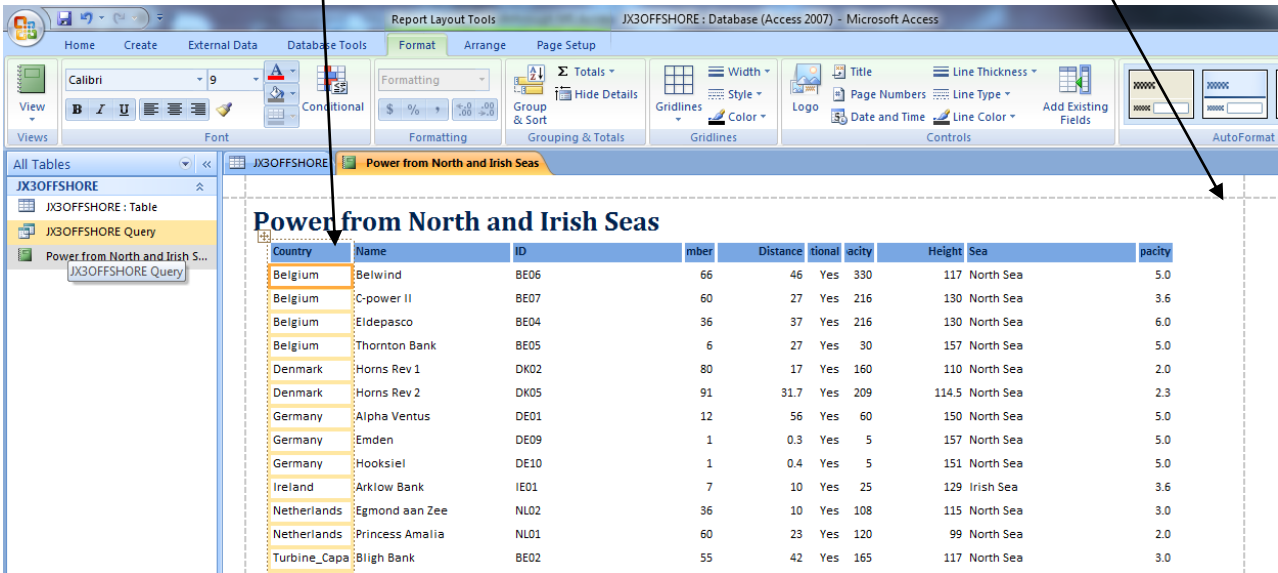
You will See the Preview of the Report it is not formatted as desired so we will
click at **Report name** on left so that view button appear





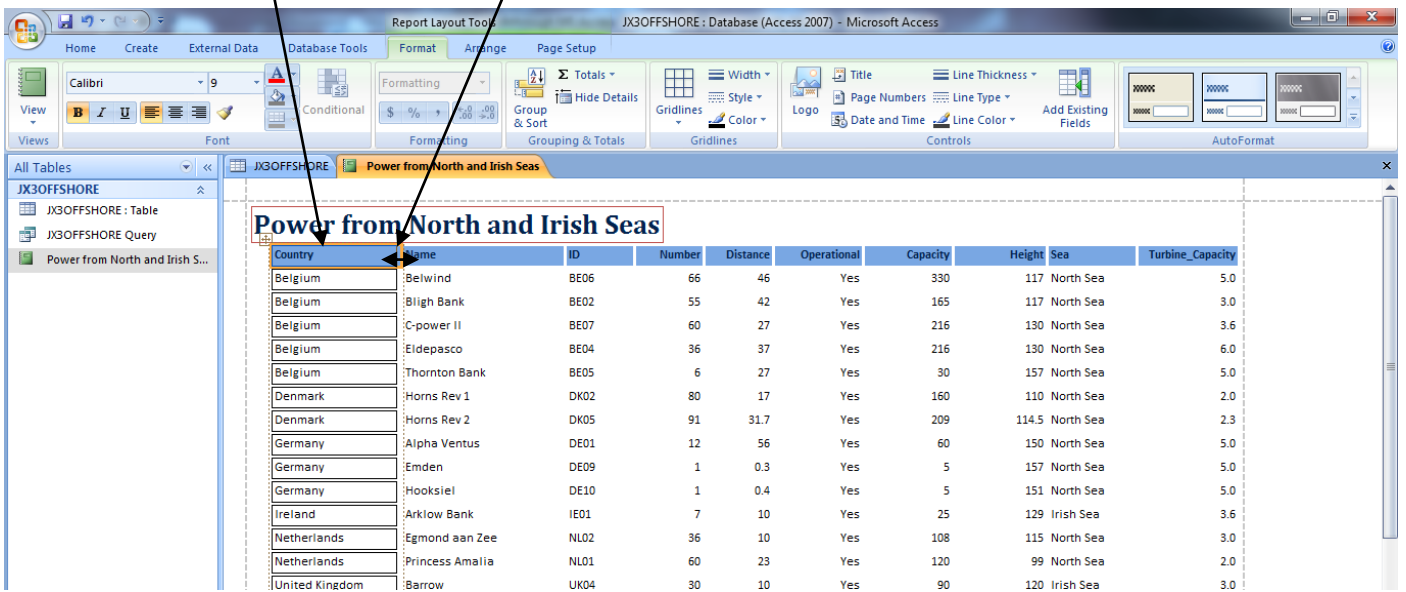
Layout View show how data will appear on Page boundary are displayed as dotted lines

Fields are separated as column

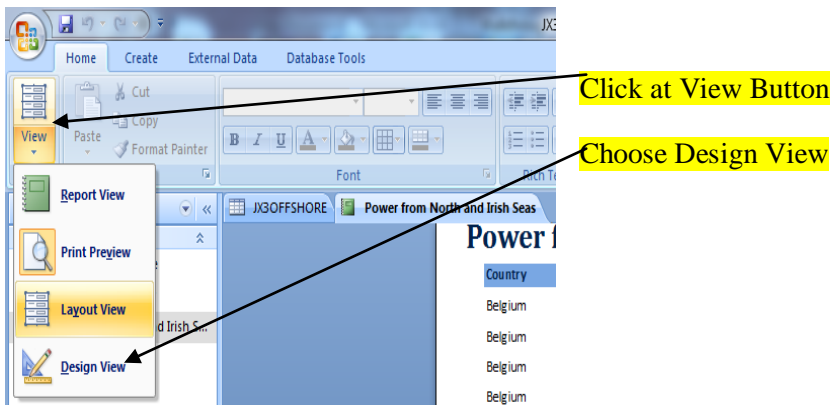


Now we will Adjust the field so that information is properly visible with in a Page

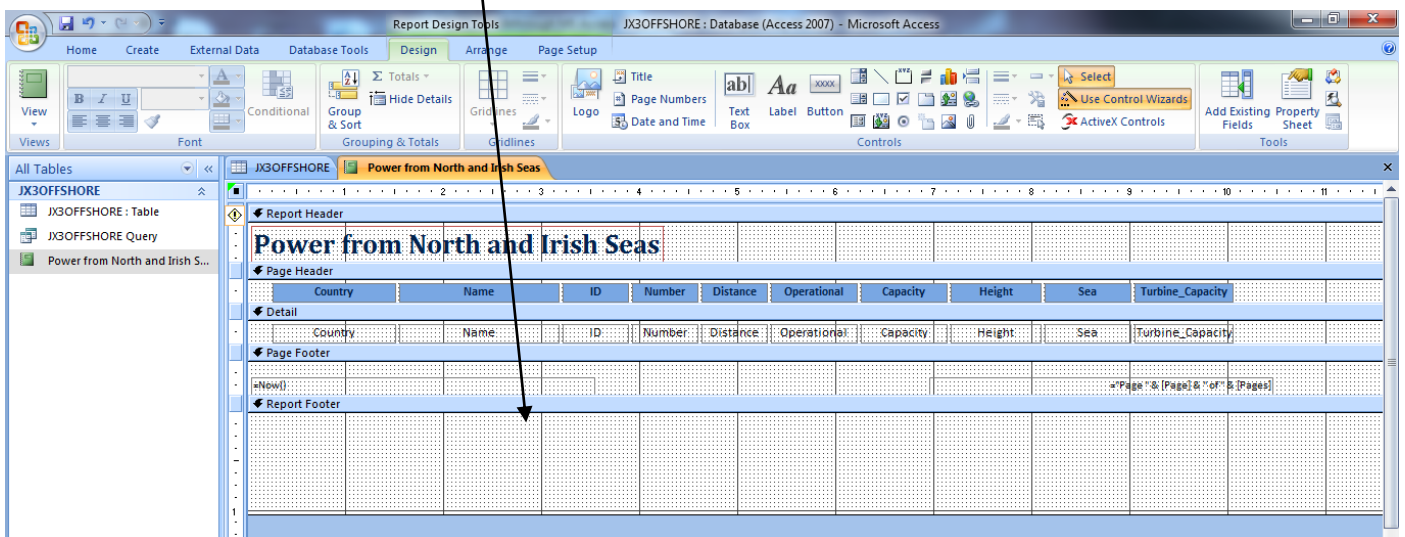
Click on the **Field Heading** and drag the **Handle** (↔) which appear at the corner **to increase or decrease** the field **width**



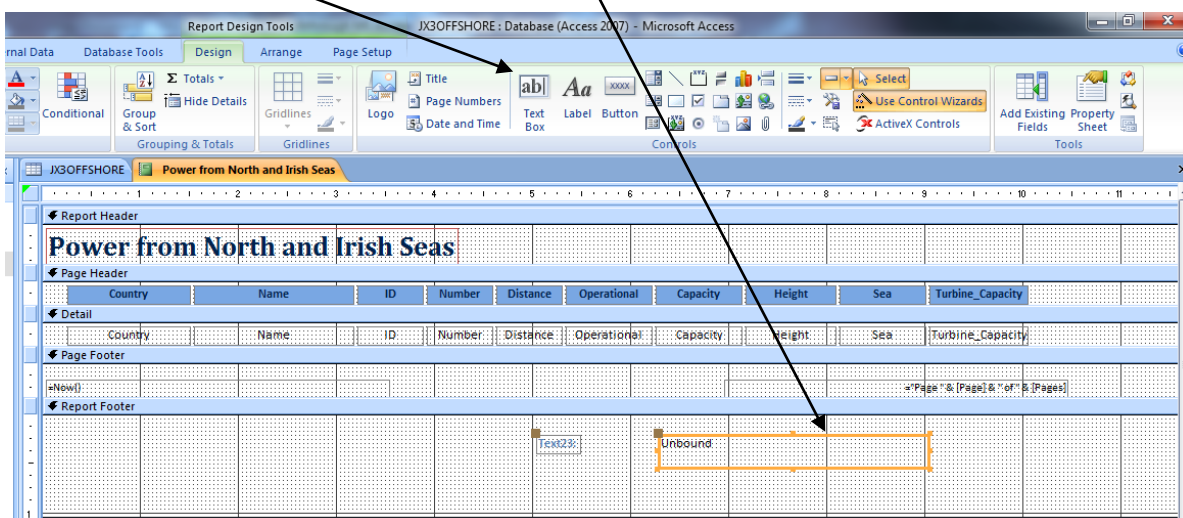
We have to make calculated total Number of Turbine in operation and place at bottom



Design View Will Appear Drag the Report Footer to increase it size



Click at Text Box Tool and drag it to Report Footer

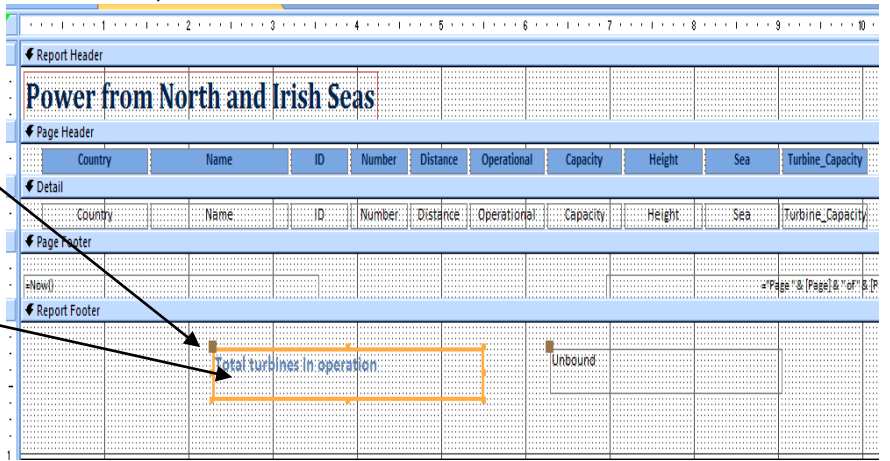


Click at Text Box and drag it increase the size

Write text as given in Question inside this textbox

Total turbines in operation

You can Increase the size change the color of the text

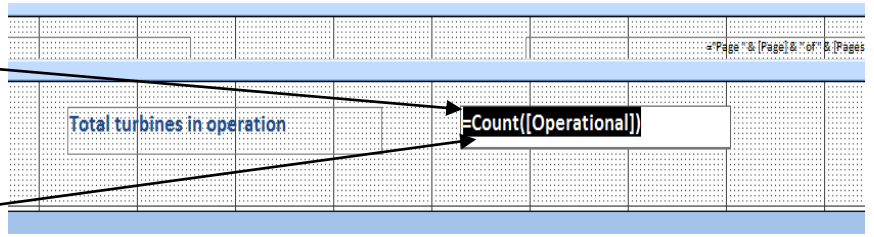


Click at unbound Box

And Write the formula to calculate the Total

Turbine which are operational

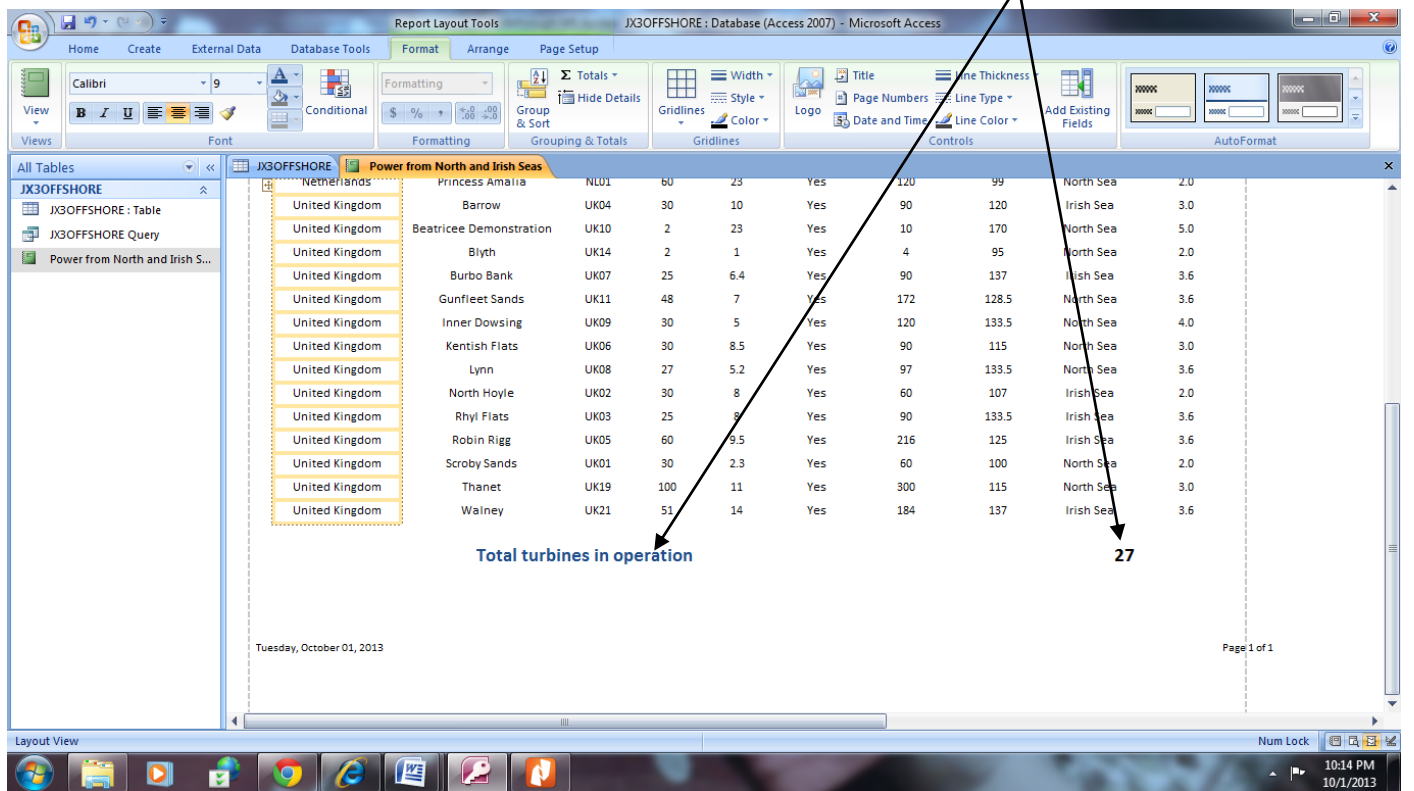
We will use Count Function



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

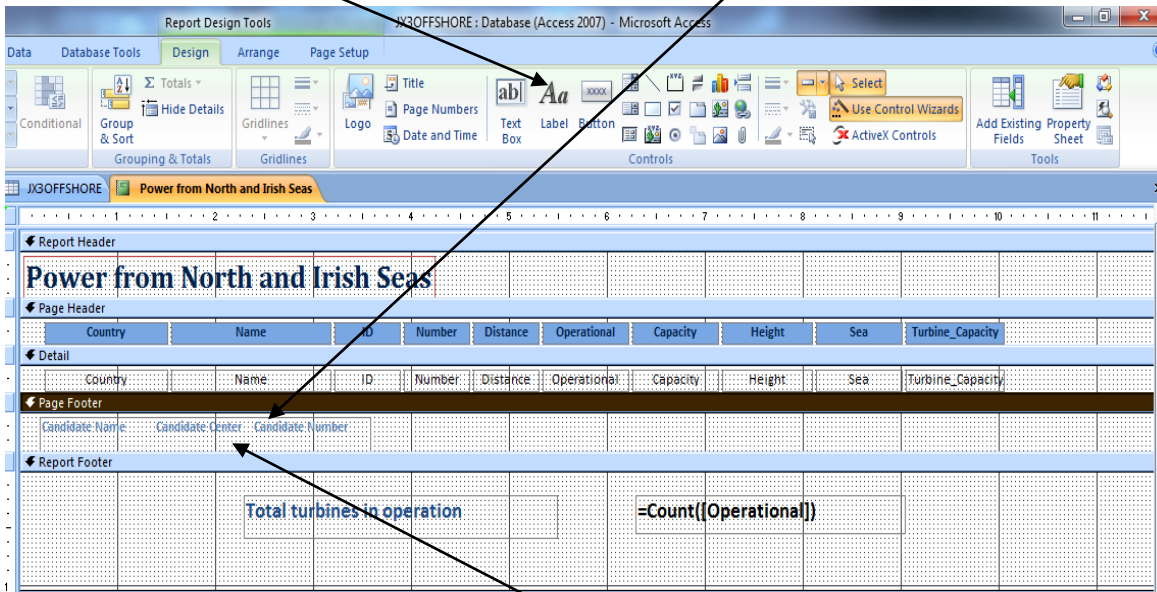


your name, Centre number and candidate number on the right in the footer.

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

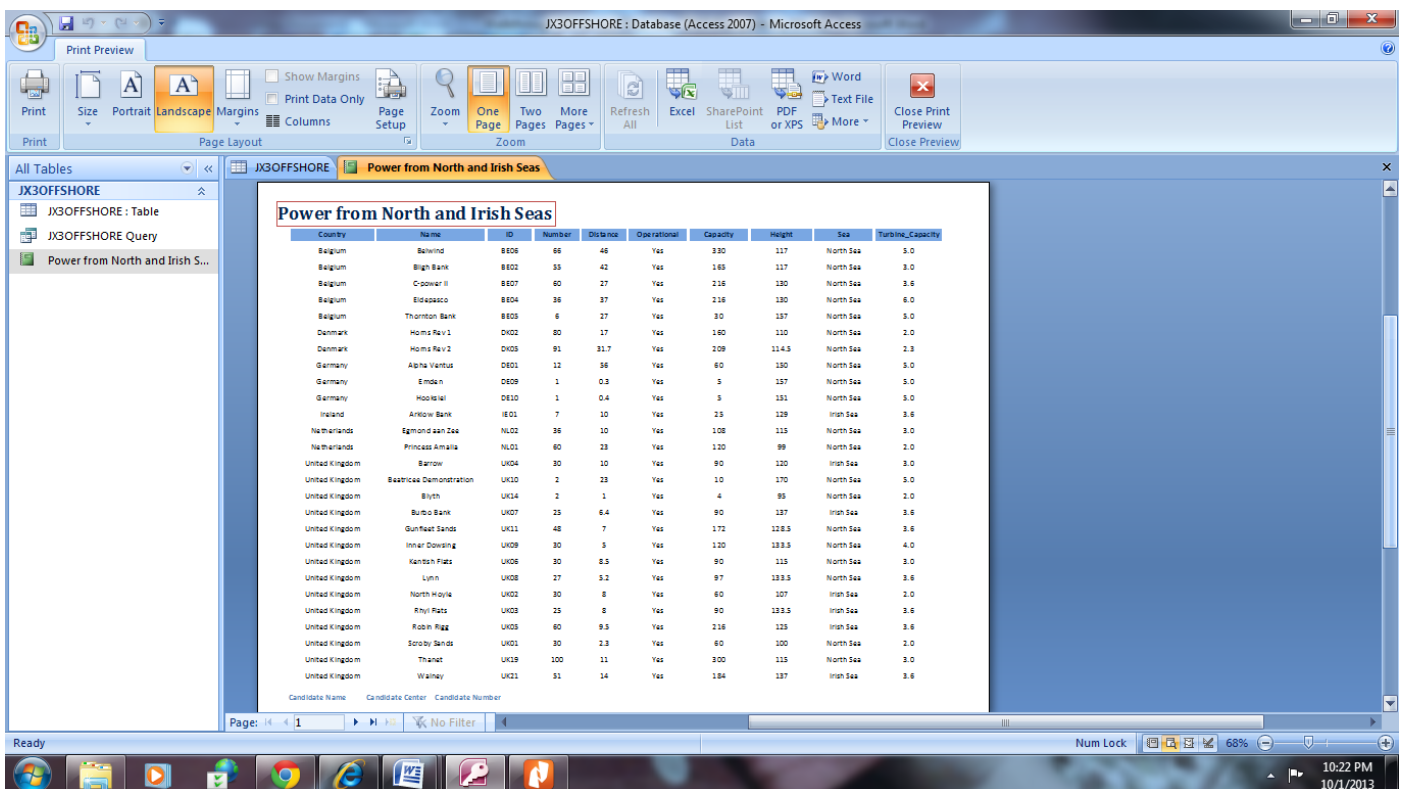
We will Click at Page Footer and delete all boxes present there

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



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

Click at View and choose print Preview



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

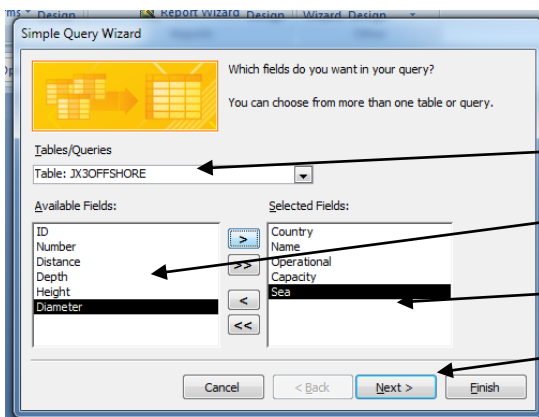
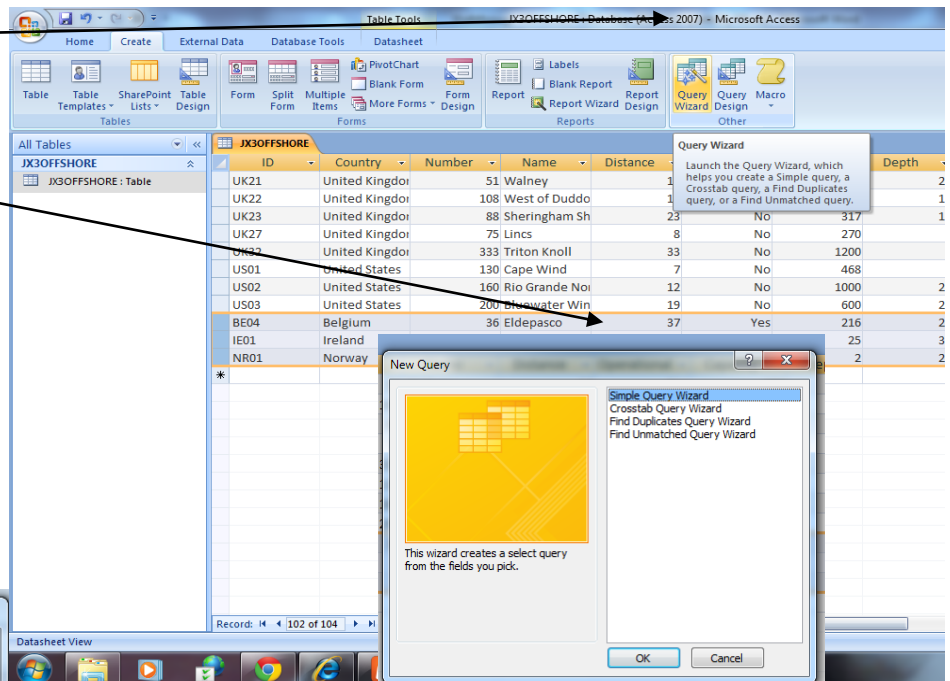
Step to Create Query is same as we have done in Task-1

Click at Create tab

Choose Query Wizard

New Query Window
Appear Choose Simple
Query Wizard click at OK

Simple Query Wizard
Window Will Open



Choose the Table which you have made **JX3OFFSHORE**

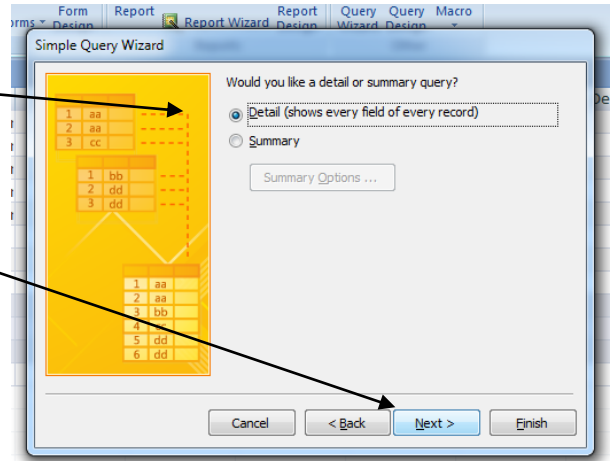
All Fields will be **Available fields** box required for Query as per Question

Selected Field will come in **Selected Field Box**

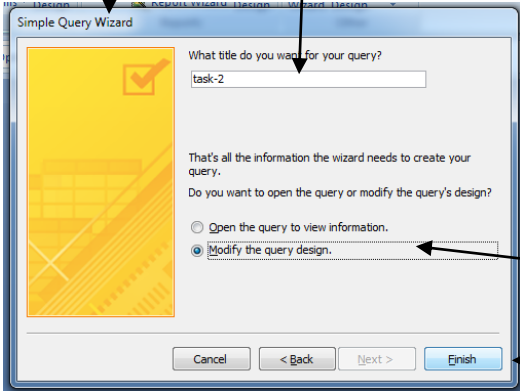
Click Next

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

Click Detail Radio Button
Click Next Button



Next Screen will Appear
Give the Name to this Query

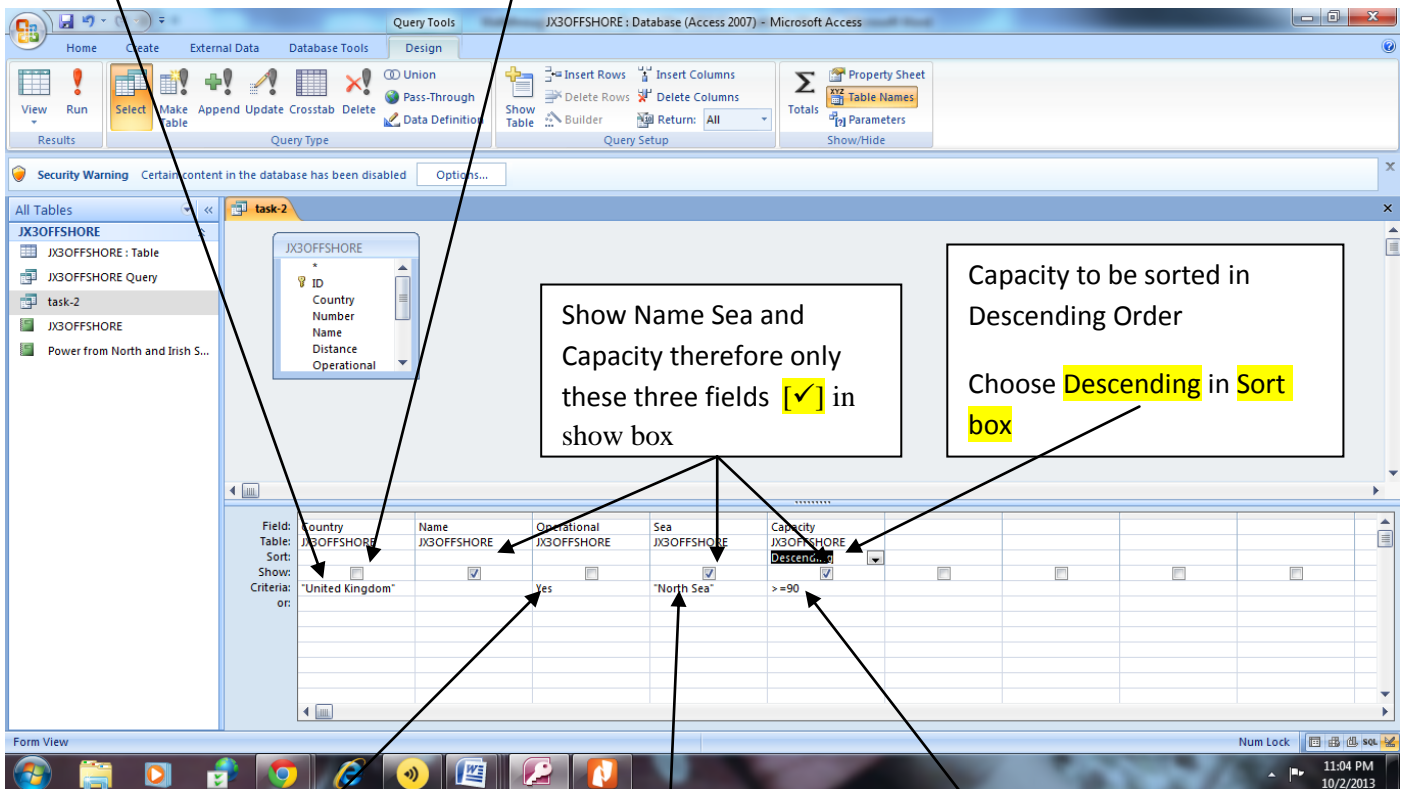


Choose Modify the Query Design

Click Finish

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 [✓] t from Show Box** of Country



Sea is North Sea

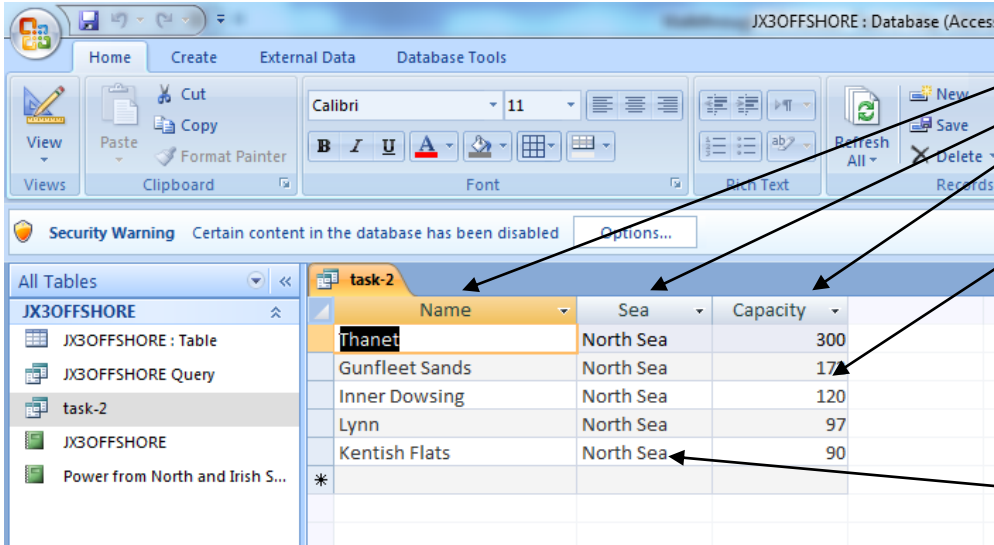
It should **Operational** so we write **Yes** in Criteria Box of Operational. Capacity of **90 and more** so criteria box will contain **>=90**



Click Run button to Run the Query



Extract would be Like This



Showing only Name. Sea and Capacity

We will notice that Capacity is in Descending order and it is 90 or more

Records Showing only North Sea

These Names are present United Kingdom only

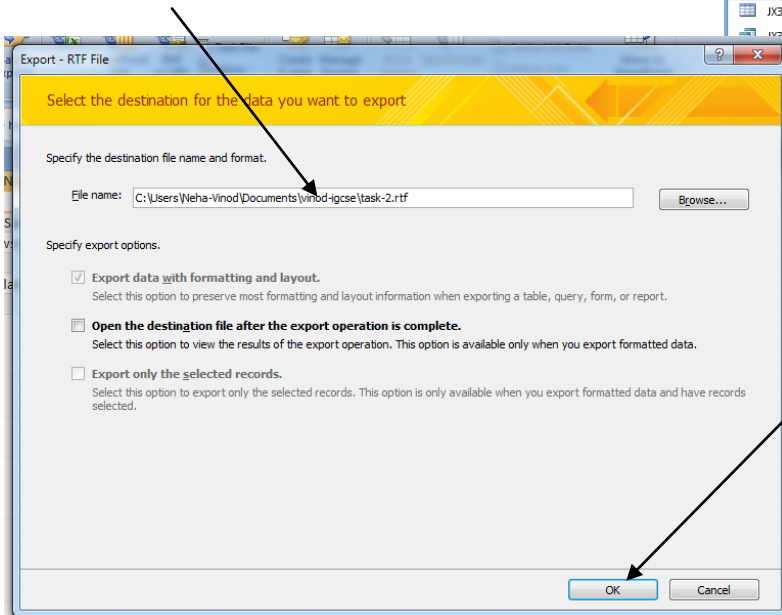
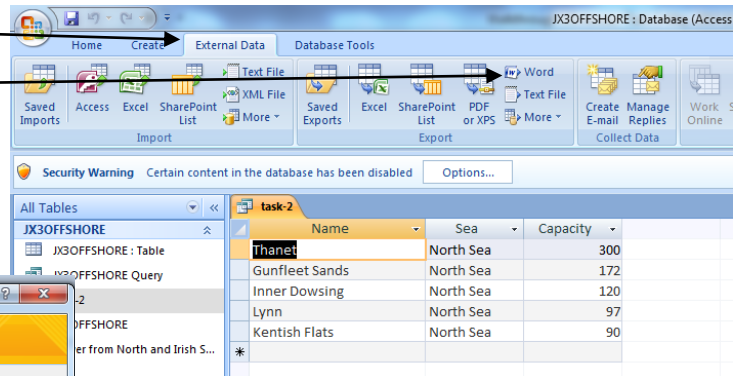
Save this data in a form which can be imported into the document that you saved in step 26.

To save the Data which can be imported in Document

Click at External Data Menu

Choose Export to Word

Export RTF file Window will open save the rtf file

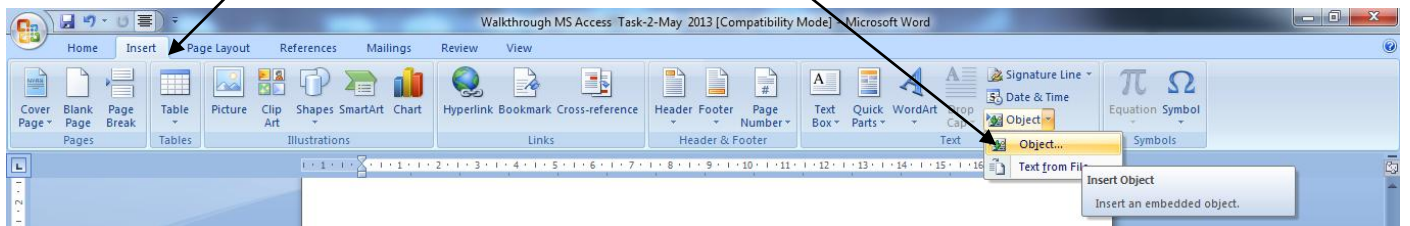


You can save the file in Specific folder by clicking Browse button

Click ok

To import the Data saved in rtf file into MS Word Steps are as follows

Click at Insert Menu and then click at object icon in Text Sub Menu



Choose Text from File

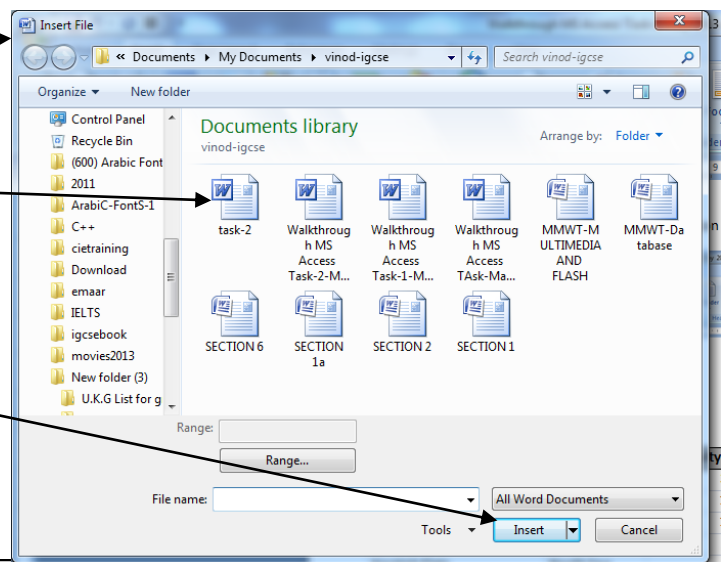
Insert file window will open

Click the required File where you saved

the data table in this case it is task-2.rtf

Click at insert

Data will be inserted



Name	Sea	Capacity
Thanet	North Sea	300
Gunfleet Sands	North Sea	172
Inner Dowsing	North Sea	120
Lynn	North Sea	97
Kentish Flats	North Sea	90