Y10 Project

Integrated solutions???

The course we are following is not just to enable you to use Powerpoint, Access, Excel or any other application software competently. A large focus is on integrating these into a solution.

For example, you might produce a spreadsheet for the owner of a video shop. The spreadsheet helps the owner keep financial records, but there will also be a need for publicity material as well. You might use a word processor to create a user guide for your spreadsheet, a DTP program such as Publisher to produce membership cards and posters. Powerpoint might be used to create promotional presentations about new releases and special offers which play continuously on screens in the shop. Maybe you have a membership data base which uses a word processor to mail merge letters to members. A website to let members order videos????

Solutions to problem situations can make use of a wide variety of software tools. This course shows you how all these can be woven together to create workable solutions.

DRAMA CLUB

You are going to help a drama club organise its record keeping and its production of publicity material.

- A ***database*** is going top be created so that member details are kept in an organised way
- A ***spreadsheet*** will allow all financial information to be kept
- A ***publications*** program will be used to create tickets, programmes and posters for the plays
- A ***word processor*** will be used to create personalised letters to members

Task 1 Creation of a database

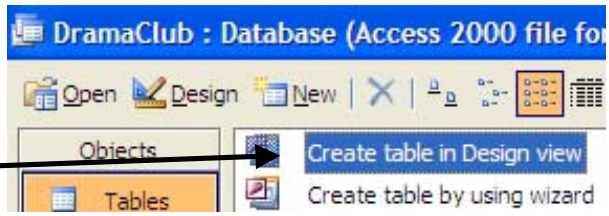
The database will be used for a number of things. Holding membership details of course but these details will be used to produce reports, letters…

Initially, the database might contain only a minimum set of data, to be expanded as and when other items are seen to be necessary. The trouble with this approach is that often it becomes more difficult to add data to an existing collection than it would have been to collect, at the start to collect everything that could be possibly thought of.

1. The database is going to be called: **DramaClub**

Open Microsoft Access and create a new database with this name.

The first thing you have to do is create a table to contain the data, so click on create a table in design view

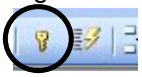


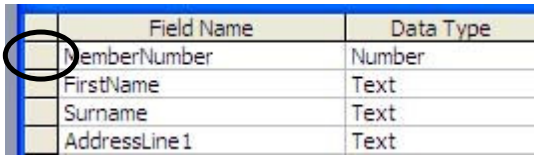
These are the fields and data types:

Field name	Data type
MemberNumber	Number
FirstName	Text
Surname	Text
AddressLine1	Text
AddressLine2	Text

Field name	Data type
AddressLine3	Text
Gender	Text
Telephone	Number
MemberStart	Date
TypeOfMember	Text

The member number is the key field so set that up by clicking in the grey box so the whole line goes black and then clicking on the little picture of the key in the toolbar.





❷ Before we move away from here and start to type in some details it is worth setting up some means of ensuring that only certain data can be entered. For example: Gender must be "M" or "F"; Membership Type can only be "Child", "Adult" or "Pensioner".

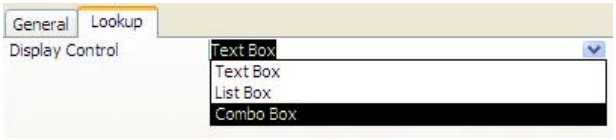
Click on ***Gender*** in your field list. Now look towards the bottom of the window at this part and click on the tab ***Lookup***.

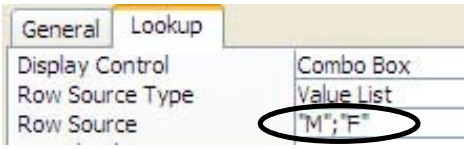
Click on the small arrow to get the drop down list and choose ***Combo Box***, after which a set of details will open up underneath.

Now click on the small arrow on the line ***Row Source Type*** and choose ***Value List***. Now type into ***Row Source***:

"M","F"

just like the picture here.





❸ In the field list again click on ***TypeOfMember***. You are going to do the same thing again to restrict what can be entered. Click on ***Lookup*** in the lower part of the window and then choose ***Combo Box***, ***Value List*** and type in: **"Child","Adult","Pensioner"**.

Now click on the data sheet button in the toolbar  . You will be asked if you want to save. Answer ***Yes*** and save the table as: **tblMemberDetails**.

❹ You are now in a position to start to enter data about members.

Enter the details for 10 members using a mixture of 3 children, 5 adults and 2 pensioners. Let there be 2 children, 2 adults and 1 pensioner who are female. Please keep to these restrictions because when you are shown queries and reports to make it is important that what are shown here mirrors what you should see on screen.

When you have entered these details close the table.

