

DATABASE – CHOLERA OUTBREAK 1854

You are going to create a database about an outbreak of cholera which occurred in Oxford, UK in 1854. Some data already exists and has been stored in a comma separated values file (a .csv file) called *patients.csv*. You will download this file, converting it into an Access table, create a data entry form, and produce a report based on this table.

Step 1

Download the file *patients.csv* from the website.

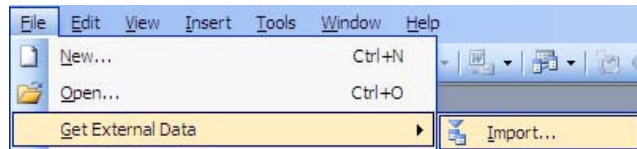
Step 2

Open Microsoft Access, create a new database called **CholeraOxford**

Step 3

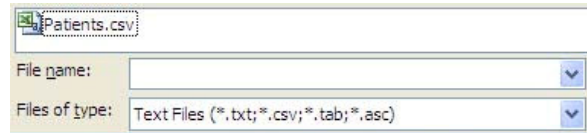
On the menu bar choose:

File → Get External Data → Import



Step 4

The type of file you are going to import is a kind of text file. Make sure the **Type of file** stripe is looking for text files. When you have selected this navigate to your area where the file *patients.csv* is saved. When you find it click on it and then click on **Import**.



Step 5

Make sure **Delimited** is selected and click on **Next**

Make sure **Comma** is selected and click on **Next**
New Table and **Next**

Next

Choose my own Primary Key, Field 1 and **Next**
Finish

You should now get the message, **Finished importing the file.....** click on **OK**.

If you do not get this message go back to **Step 3**.

Step 6

Now open the table in **design view**. As yet there are no field names, except *Field1*, *Field2* and so on.

Make sure that *Field1* is selected as the .

Rename the fields as:

Field	Field Name	Data Type
1	Reference	Number
2	illnessStart	Date
3	Gender	Text
4	Age	Number
5	Occupation	Text
6	Parish	Text
7	Result	Text

Step 7

Close the table and save.

Step 8

You are now going to create a form which will be used for data entry. Back at the database window select **Forms** and then choose **Create a form in design view**.

Attach the table to the form:

- Click on the **Properties** button in the toolbar
- Click on the tab **Data** and ensure the item **Record Source** points to the table
- Close the **Properties** window
- Drag all the available fields onto the form and close the **field list** window

Rearrange the fields on the form. Change the format of the font, colour, size and so on. Generally tidy up the form. Put a label on there for a heading.

Step 9

Close the form and save it as: **frmDataEntry**

Close the database.