

Save all your work in the candidate folder in your computer as directed by the invigilator.

1. Describe the software that you have used to do your work by filling the table below.

SOFTWARE TYPE	NAME AND VERSION

(2 marks)

TASK A: TABLES (16 marks)

Data to be entered in the tables for this task are available in Appendix A.

1. Create a database file named NEW HOTEL. (2 marks)
2. a) Create a table named HOTEL RECORDS with the following attributes as defined in the table below.

Field Name	Data type	Properties
GuestID	Auto number	Primary key
NAMES	Text	Field size = 20
PhoneNo	Number	Field size = 7
Date of Birth	Date/Time	
SEX	Text	Field size = 1

Do a screen capture (print screen) that shows the table structure (in Design view). Your screen layout should also capture the properties section. Paste the screen capture in a word document and save as *Screen Layouts* in your candidate folder.

- b) Enter the data in HOTEL RECORDS table found in Appendix A. Save the table and close. (6 marks)
3. a) Create a table named ROOM RECORDS with the attributes defined in the table below.

Field Name	Data type	Properties
RoomID	Number	
RoomNo	Number	Font size = 3
AVAILABILITY	Yes/No	Display control = Combo box
DAY	Text	

- b) Enter the data in ROOM RECORDS table found in Appendix A. Save your table and close. (4 marks)
4. a) Create another table named BOOKING RECORDS with the following attributes.

Field name	Data type
BookingID	Number
NAMES	Text
TIME	Date/Time
DAY	Text

- b) Enter the data in BOOKING RECORDS table found in Appendix A. (3 marks)
5. Print all the three tables created. (1 mark)

TASK B: QUERIES/RELATIONSHIPS (13 marks)

1. Create a query to display the records in the fields (BookingID, NAMES, TIME, DAY) for all those who booked on Wednesday or Tuesday. Save the query as BOOKING ONE and print. (4 marks)
2. Set RoomID and BookingID in their respective tables to primary keys without changing their data types. Ensure that the primary key of HOTEL RECORDS is included in ROOM RECORDS in BOOKING RECORDS table. Also insert the primary key of ROOM RECORDS in BOOKING RECORDS table. Create a relationship between the three tables in the order
BOOKING RECORDS ——— ROOM RECORDS ——— HOTEL RECORDS.
Do a screen capture of the relationship window and paste it in the file for screen layouts and save and print the *Screen Layout* file. (4 marks)
3. Create a query named ROOM AVAIL from the BOOKING RECORDS and ROOM RECORDS tables to display the following fields:
TIME, RoomNo, AVAILABILITY, DAY;
so that.
 - a) DAY is displayed only for room numbers that are available on Wednesday or Tuesday.
 - b) TIME is displayed only for rooms that are available before 7 p.m.
Print the ROOM AVAIL query. (5 marks)

TASK C: FORMS (14 marks)

1. Create a tabular form displaying the fields NAMES, PhoneNo, TIME, AVAILABILITY and RoomNo from the database. Title the form as HOTEL ROOMS. Save the form as ROOM FORM. (3 marks)
2. Insert a label at the header with title NEW HOTEL. Also set the background of the header colour to red. (4 marks)
3. Centre the label and set it to bold with font size 20. (2 marks)
4. By using the ruler, adjust the field width of NAMES to 2 inches and 1 inch for the other fields. Also adjust the header width to conform to the field width. (2 marks)
5. Set the header font to bold with font size 10. Reduce the size of AVAILABILITY to 8. (2 marks)
6. Print the form. (1 mark)

APPENDIX A

HOTEL RECORDS

GuestID	NAMES	PhoneNo.	SEX	Date of birth
	KOKI Peter	8800441	M	01 SEPT 1962
	LAWRIN Paul	8800541	M	25 DEC 1942
	MOTON Magda	8800555	F	12 DEC 1992
	TEBA Usla	8800672	F	01 JAN 1964
	DOHMUN Roland	8800731	M	11 FEB 1984
	SABENE John	8800924	M	20 MAY 1955
	QUAL Esther	8800056	F	31 MAY 1972

BOOKING RECORDS

BookingID	NAMES	TIME	DAY
	KOKI Peter	6:30 am	TUES
	LAWRIN Paul	5:00 pm	TUES
	MOTON Magda	7:00 am	TUES
	TEBA Usla	5:30 pm	WED
	DOHMUN Roland	8:00 am	MON
	SABENE John	3:00 pm	WED
	QUAL Esther	6:30 am	FRI

ROOMS RECORDS

RoomID	RoomNo	AVAILABILITY	DAY
	101	YES	TUES
	102	YES	WED
	108	NO	TUES
	204	NO	WED
	359	NO	TUES
	702	YES	WED
	705	YES	TUES