

INTRODUCTION

OCN (or Open College Network) is a scheme based on several different levels, and is available in many different subject areas.

To be successful in the chosen area, you are expected to produce a portfolio of your work, ensuring that you cover all of the criteria specified by the OCN. You will need a folder to present your work, but do not spend a lot of money on it, as no extra marks will be awarded!

You will be provided with a criteria sheet, and it is suggested that once a criteria has been met, you put the date of completion at the side. This will save time when the course end approaches, believe me!

Ensure that the following points are adhered to:

- ❖ Make sure that every criterion a piece of work meets is written on the printout, or even typed before you print. Remember that some pieces of work may meet more than one criterion.
- ❖ You must make sure that all of your work has your name, the filename and the date on it – you can write it on afterwards if you forget to type it.
- ❖ You are expected to use the spell-check and to proofread all of your work. Any errors after marking should be amended and reprinted but place the originals in your portfolio too, to show progression.
- ❖ To do a screen dump – ensure that whatever you want is on the screen. Press the print screen key on the keyboard. Go to START menu, PROGRAMS, WORD. Go to the EDIT menu, PASTE. Your 'snapshot' of the screen will appear. Type your name, filename, date and criterion numbers and then go to FILE menu, PRINT. You do not need to save the screen dumps.
- ❖ You can use the following exercises or you can produce a project, as long as the entire criterion is met in full.
- ❖ Remember that you can ask your friendly tutor for assistance at any time!

HAVE FUN!

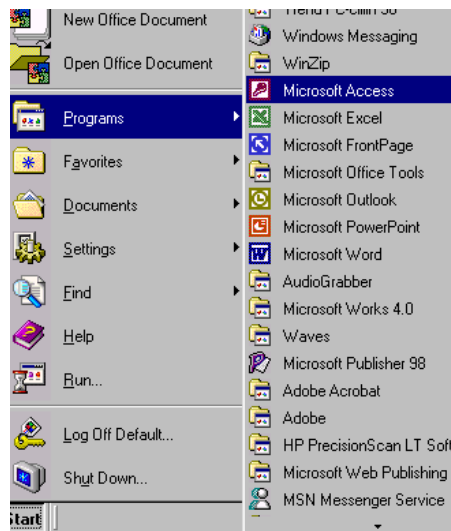
LOAD A DATABASE APPLICATION

Criteria

1.2 Before we start, be aware of health and safety – don't slouch in your seat, don't touch wires etc, ensure your bags etc are well below your work area.

1.1a To start the exercises that follow, you need to open a software program. The program we are going to use is called Microsoft Access.

Move the mouse to **Start** at the left hand bottom corner of the screen.



Click (gently press down the left mouse button) on **Start** (always click the left mouse button – unless told otherwise).

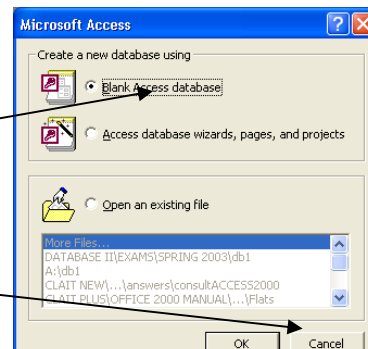
Move the mouse over the word **Programs**.

Move the mouse over the word **Access** and click.

The software program Microsoft Access will now open.

Click in the circle at the side of Blank Access database so that a dot appears, like in the picture.

Click on OK.



SAVING AND CREATING A DATABASE

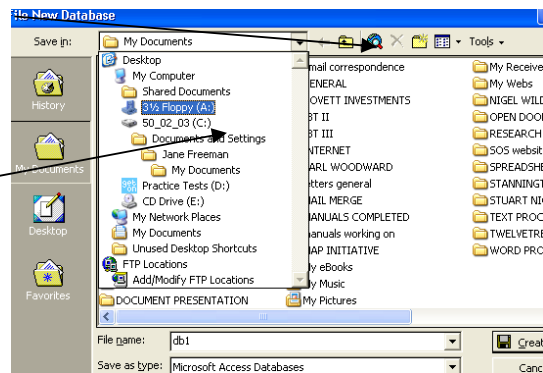
Criteria

SAVING

1.1d The first thing Access wants you to do is to save the database.

Click on the down arrow ▼ in the **Save in** section.

Move the mouse and click on **3½ floppy (A)** icon. This is instructing the computer to save your work to the floppy disk you inserted earlier.



In the **File name**: section click at the end of the filename **db1** and press the backspace key ← (found above the ↵Enter key) on the keyboard to delete this name. Type **print 1** (this is now the name of your file).

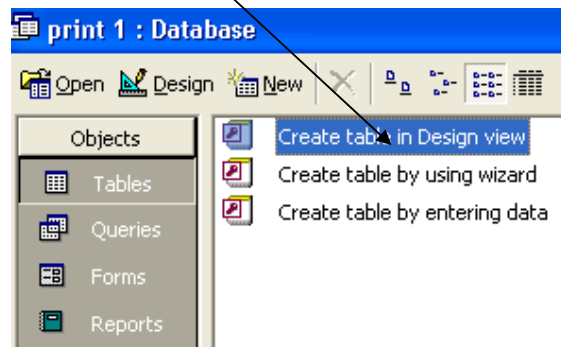
1.1b

CREATING

Click on the **Create** button at the bottom right of the window.

When creating a new database, the first thing you have to do is design it, by setting up field names and data types.

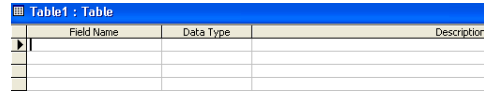
Double-click (two quick clicks) on Create table in Design view.




Criteria

A database is made up of rows (across) and columns (down) of 'boxes' known as **cells**.

The cursor (the black line that is flashing on and off) is automatically positioned in the first cell – ready for you to enter a Field Name.



Field Name	Data Type	Description

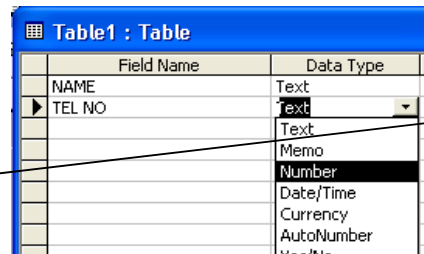
- 4.1 *Type* the word NAME, then *press* the Tab key  on the keyboard (found above CAPS LOCK key).

The cursor now moves to the right into the Data Type, and the word Text automatically appears.

Press the Tab key again. The cursor now moves to the right into the Description cell and accepts the Data Type as Text.

We don't need to put anything under Description, so *press* the Tab key again and the cursor will move to the next row.

Type TEL NO, then *press* the Tab key. In the Data Type cell *click* on the ▼ and *choose* Number, by *clicking* on it.



Field Name	Data Type	Description
NAME	Text	
TEL NO	Text	
	Text	
	Memo	
	Number	
	Date/Time	
	Currency	
	AutoNumber	


Press the Tab key twice to move to the next row.

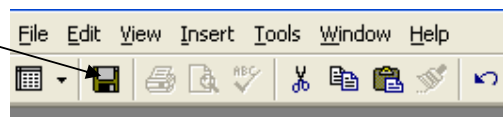
Type JOB TITLE then *press* the Tab key three times to move to the next row (accepting the Data Type as Text).

Criteria

Type SALARY, then *press* the Tab key. In the Data Type cell *click* on the ▼ and *choose* Currency as the Data Type.

You have now set up the database structure and are ready to input data.

Click on the  icon (picture) on the toolbar at the top of the screen (underneath the word File). A message will now appear.



Click Yes to save the Table. A further message now appears. Type **print1** for the name of the table, then *click* on OK.

You will be asked if you want a primary key – *click* Yes (all this will do is number each record).

The database is now in DATASHEET VIEW, ready for you to enter data.

A screenshot of a database table in DATASHEET VIEW. The table has a blue header bar with the text 'print 1 : Table'. Below the header, there are five columns: ID, NAME, TEL NO, JOB TITLE, and SALARY. The first row of data shows '(AutoNumber)' in the ID column and '£0.00' in the SALARY column. A small arrow icon is visible in the first cell of the first row.

print 1 : Table				
ID	NAME	TEL NO	JOB TITLE	SALARY
(AutoNumber)				£0.00

Look at the picture above. The first field heading ID was automatically created when you said Yes to the message about a primary key. The rest of the field headings are the ones you typed when you were setting up the database in DESIGN VIEW.

Criteria

ENTER DATA

Press the Tab key so the cursor moves right to the first empty cell underneath the heading NAME and *type* WATSON J.

Press the Tab key to move to TEL NO and *type* 4593671.

Press the Tab key to move to JOB TITLE and *type* CHEF.

Press the Tab key to move to SALARY and *type* 12000.

Press the Tab key twice so that the cursor is flashing under WATSON J.

Look at the number you entered in the SALARY for WATSON J. The format of the number has changed and should look like £12,000.00. This is because you set the SALARY field to Currency. Any numbers you type in this column will automatically change to this format.

Using the Tab key to move to each cell, *enter* the rest of the data:

SURNAME	TEL NO	JOB TITLE	SALARY
WATSON J	4593671	CHEF	12000
JONES D	8951263	WAITER	8000
CRAWLEY J	1298745	WAITRESS	8000
COOPER S	5645987	WAITRESS	5000
McMANNAMON W	4565475	RECEPTIONIST	10000