

1. Load your database program.
2. You are going to create a database for your travel agency company 'Small Tours of Britain'. You will need to record the following types of information: tour number, name of tour, dates of tour, maximum number on tour, number of bookings and name of tour guide. First decide the actual names of the fields you are going to use.
3. Decide whether each fields is Text, Memo, Number, Currency or Yes/No.
4. In design view create a table that will match the requirements for your data (fields and types of fields). Give the maximum number field a Default Value of 15.
5. You now need to enter some data to reflect the current state of sales. Enter the following data, using abbreviations where indicated:

AutoNumber	Name of tour	Start date	End date	Max number	Number bookings	Tour guide
1	Walks in Wales (WIW)	06/05/00	13/05/00	15	3	Geraint Evans
2	Scenic Scotland (SS)	03/06/00	10/06/00	15	6	Moira Anderson
3	Irish Mist (IM)	10/06/00	17/06/00	15	2	Daniel O'Donnell
4	Devon Cream (DC)	17/06/00	24/06/00	15	8	Jeremy Thorpe
5	Castles of the Borders (COB)	01/07/00	08/07/00	15	4	Mary Shelley
6	Mystery and Myth (MM)	08/07/00	15/07/00	15	12	Phillippa Pearce

6. You now need to perform a Query to show the number of bookings for all of the tours. Show only the tour name and number and the no. of bookings.
7. Show the number of bookings for Mystery and Myth and Castles of the Borders. Perform a Query on the appropriate field using Criteria: and or:.
8. You decide that you would like to see a report of all the tour booking details. Use the Report Wizard to create a report in landscape and print this. You can pick the style of the report that you prefer.
9. You now want to find out the total number of bookings for all the tours. You will use the Simple Query Wizard to do this. First click the Queries tab, then click New. Highlight Simple Query Wizard and click OK. First Select Table: Table 1 from the pull down choices for Tables/Queries. Highlight the Number of bookings field and then press the single arrow button. Click Next. Where you are asked for detail or summary, click Summary and then Summary Options. Click sum for the number of bookings. Click OK and then click Next. Click Finish. Your data will now show as a Query. Print your work.