



## *Database Practical Activity*



1. Open the Microsoft Word file – Gala Dinner and the Microsoft Access file Contacts.
2. Complete a Mail Merge inviting the 10 contacts to the Gala Dinner.
3. Outline the advantages and disadvantages of using Mail Merge.
4. Create a New Blank Database title “Climate Data”
5. Import the Adelaide Climate Data on the Excel Worksheet to your database
6. Conduct the following queries: -
  - a) The months where the average temperature is greater than 24°C
  - b) The months where the rainfall is less than 50mm
  - c) The months where the temperature is greater than 28°C and the rainfall less than 30mm
7. Produce a report of the following Climate Data (Month, Mean Max Temperature, Monthly Rainfall, Mean Daily Wind Run, Mean Daily Sunshine Hours)
8. Use the Report Design View to format the report to present it.