Microsoft Access Practical Assessment

Instructions: This assessment is based on a hotel management system. You are required to create and manage tables, set up relationships, and perform queries using Microsoft Access. Follow each step carefully.

# Section A: Tables

1. Create a table named Guests with the following fields:

- GuestID (AutoNumber, Primary Key)  
- FullName (Short Text)  
- Gender (Short Text)  
- DateOfBirth (Date/Time)  
- PhoneNumber (Short Text)  
- Email (Short Text)  
- Address (Short Text)  
- Nationality (Short Text)

2. Create a table named Bookings with the following fields:

- BookingID (AutoNumber, Primary Key)  
- GuestID (Number)  
- RoomNumber (Short Text)  
- RoomType (Short Text)  
- CheckInDate (Date/Time)  
- CheckOutDate (Date/Time)  
- TotalNights (Number)  
- RatePerNight (Currency)  
- TotalAmount (Currency)

3. Enter at least 5 records in the Guests table.

4. Enter at least 10 records in the Bookings table. Make sure some guests have more than one booking.

# Section B: Relationships

5. Create a one-to-many relationship between Guests and Bookings using GuestID.

6. Enforce referential integrity when creating the relationship.

# Section C: Queries

7. Show all guests who have booked a 'Deluxe' room.

8. Show all bookings with a total amount above 5000.

9. Show all guests who checked in during the month of June.

10. Show all bookings for room number 'A102'.

11. Show the average amount paid by each guest.

12. Show the total amount spent by each guest across all their bookings.

13. Show guests who stayed for more than 5 nights.

14. Show all bookings made by guests with the nationality 'Zambian'.

15. Show guests whose name starts with the letter ‘S’.

16. Show the number of bookings for each room type.

17. Show guests who have made more than one booking.

18. Show bookings with check-out dates in the future.

19. Show the highest total amount paid for any single booking.

20. Create a parameter query that asks for a room type and shows all related bookings.

21. Create a parameter query that asks for a check-in date and shows all bookings starting on that date.

22. Create a query that displays guest names, room numbers, total nights, and total amounts sorted by total amount (highest first).

23. Create a calculated field that multiplies TotalNights by RatePerNight to get TotalAmount.

24. Create a query that shows the guests who stayed exactly 3 nights.

25. Create a query that shows the email and phone numbers of all guests who made bookings over ZMW 3000.

# Section D: Forms and Reports

26. Create a form to enter new guest details into the Guests table.

27. Create a form to enter new bookings into the Bookings table.

28. Create a report showing all bookings grouped by RoomType.

29. Create a report that shows guest names, check-in and check-out dates, and total amount paid.

30. Create a printable guest statement showing full details of their bookings and total charges.