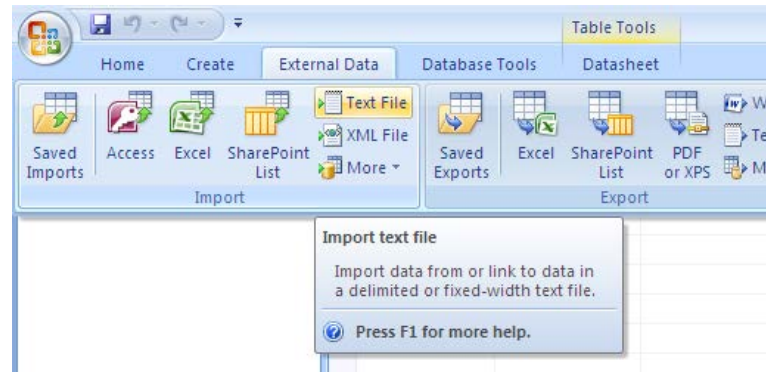- Download the **Chapter 11** support folder from our ICT Portal under IGCSE section
- Extract/copy the two files to a new folder.
- Create a new database with the name **Import 1** as we have seen in today's class, follow the steps below to import an existing file.
- Select **External Data** tab

- Click on **import text file** icon (we regard all files we are importing/exporting as text files) which will open the **Get External Data** window below
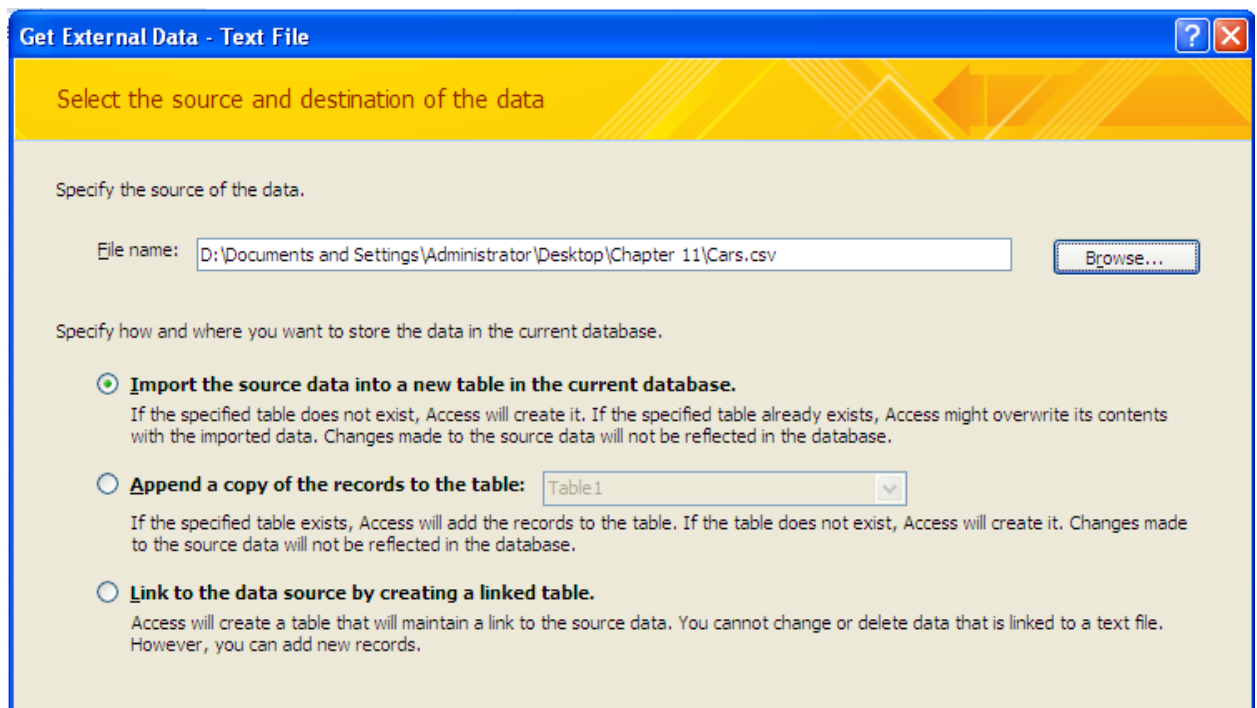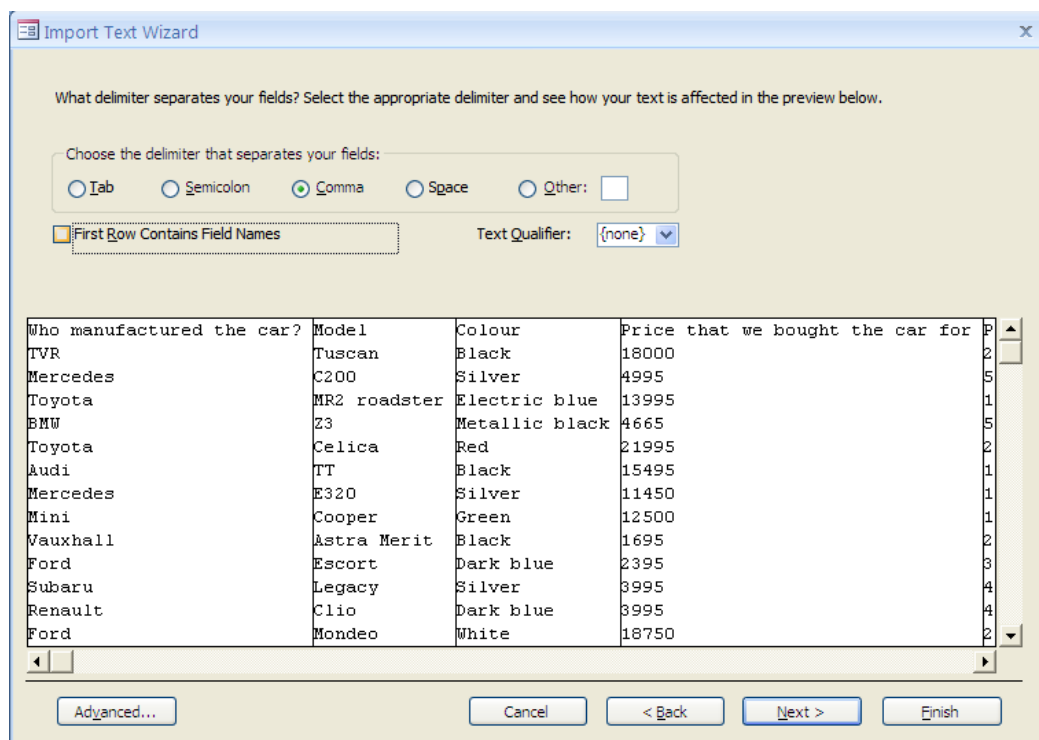

- Use the Browse button to find the file **CARS.CSV** and choose the first top radio button (circled) to have the data saved in a new data table.
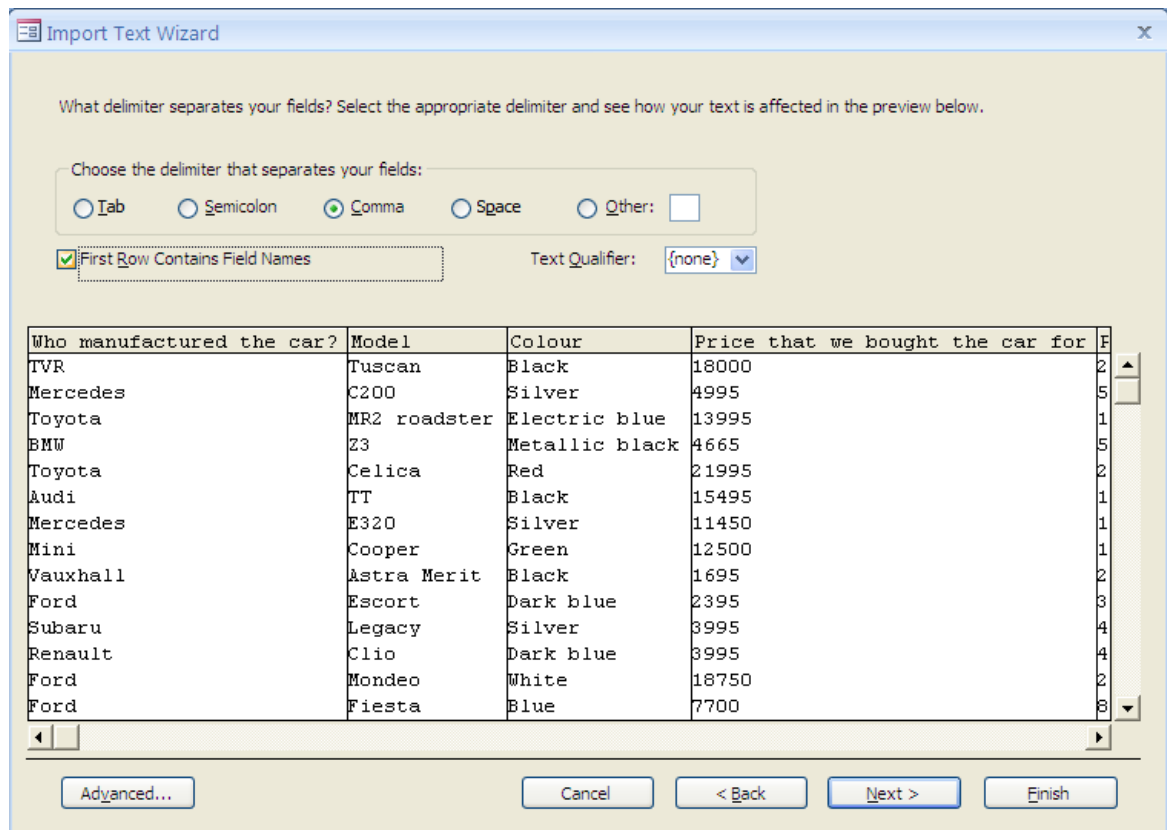- Click **OK**

- The **Import Text Wizard** window will open
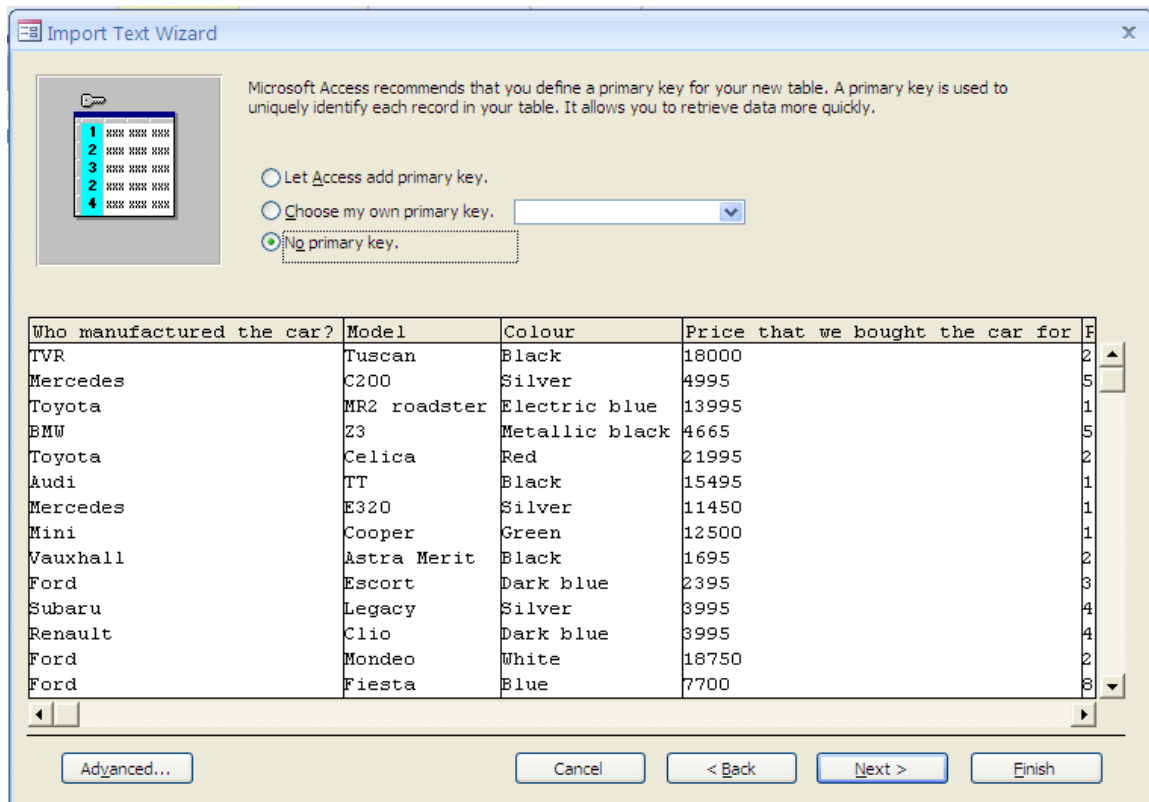- Chose the **Delimited** radio button as below
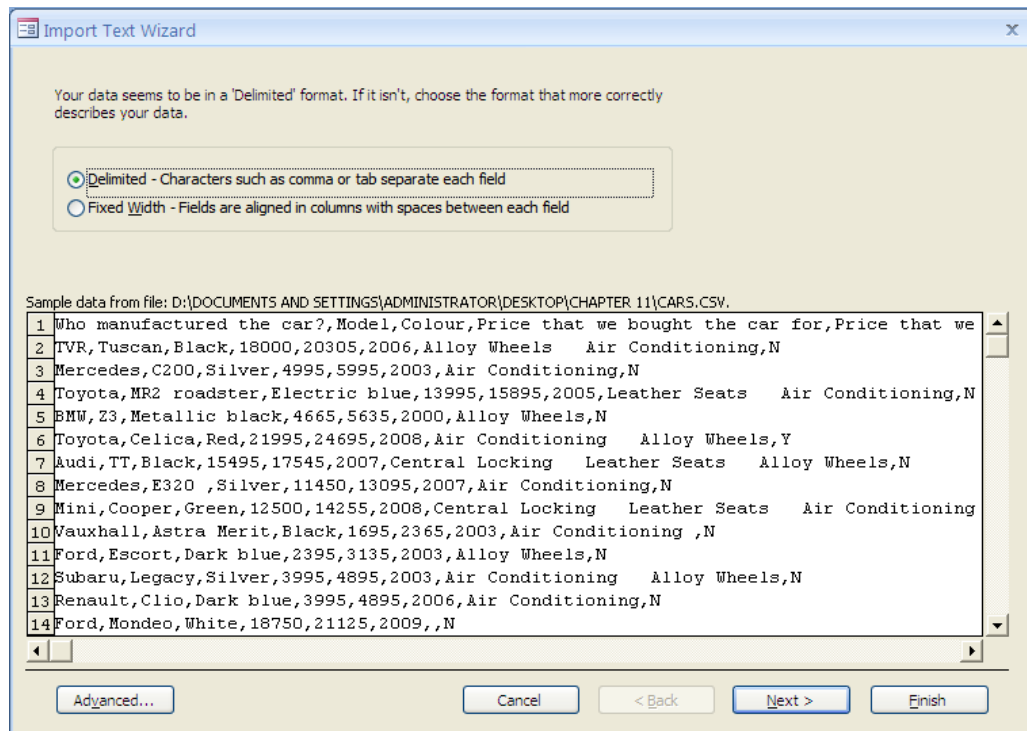
- Click next
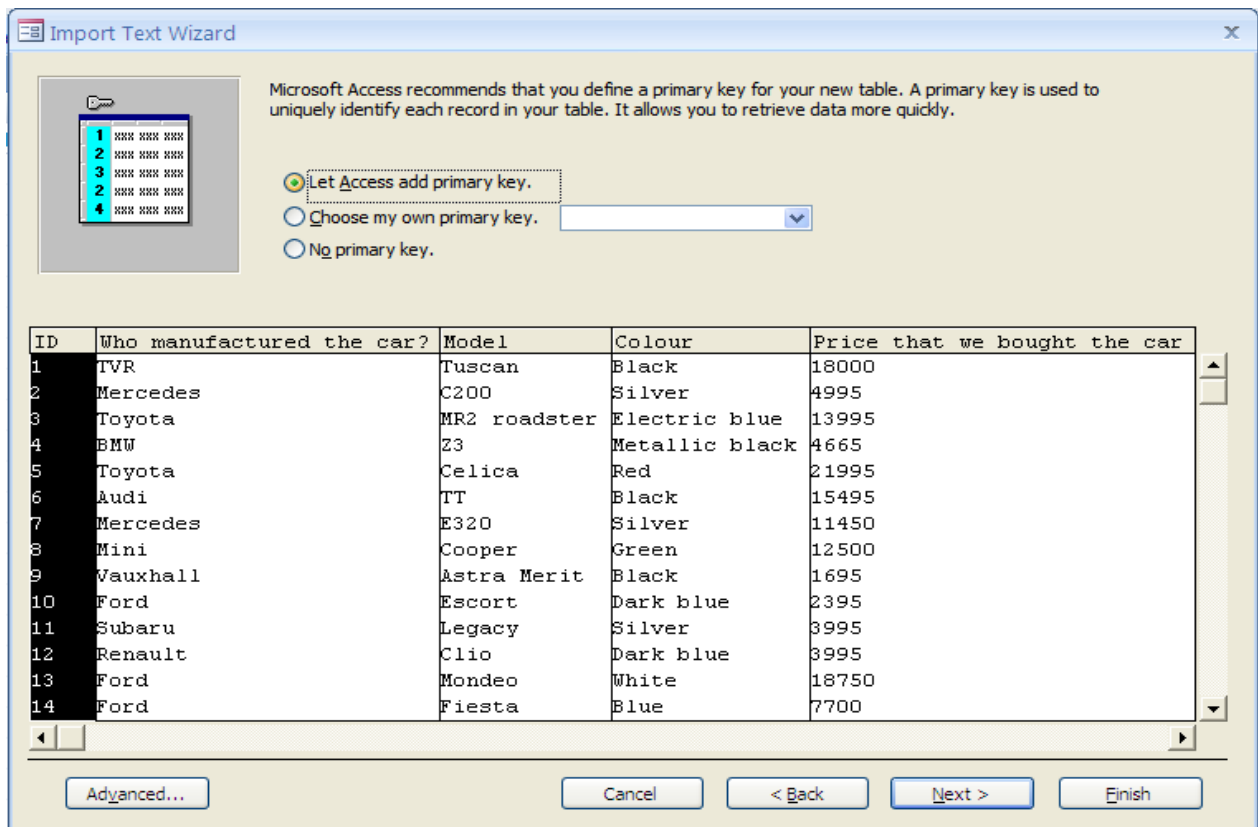- Then select **Comma** radio button

- If the first row contains field names, tick on **First Row Contains Field Names**, which changes to as shown below

- Click next
- If the table already has a unique key field (Primary key), then choose **No primary key** radio button.

- But if it does not have the unique field, choose the **Let Access add primary key** button.

- Click **Next** and then **Finish**
- Right click on the new table you imported and go to deign view where you will be assigning data types to each of the fields as instructed.

Assignment 9 due on Monday May 13, 2013 4:00pm

- Go to **IGCSE ICT by Graham Brown** (pages152-158)
- Do the following tasks and activities in this order.
     1. Task 11a
     2. Activity 11a
     3. Task 11b
     4. Task 11c
     5. Activity 11b
- Follow the instructions below to submit the assignment.

Instructions for submitting assignments:

     1. Open the webpage **http://viennaict.weebly.com**
     2. Click **Assignments** button
     3. Enter your details in the fields as specified
     4. **Upload** your assignment and **submit**.

NOTE: _Be reminded all assignments, tasks and activities will be considered for the mid-term and end of term results_