

## Plan, Create, Save – Retrieve, Edit, Resave, Print

**Step 1:** Open a new database and save it as **Activity G701-08**. You are creating a database for the Bed and Breakfast Association. Remember to add your name to the filename for identification purposes!

**Step 2:** Determine appropriate field names, field types, and sizes from the categories below. Use **Yes/No** field type for all situations where appropriate. Save the table as **ReservationsStudent**.

Name of the Historic Inn	Number of Rooms Available for Rental?	Are Children under 10 allowed?	Located in the CITY?	Small Town or Mountain Community?	Full Breakfasts Available?
WhiteGate Inn and Cottage (1889)	6	Yes	Yes	No	Yes
Inn on Montford (1900)	5	No	Yes	No	Yes
Secret Garden (1904)	3	No	No	Yes	Yes
Abbingtion Green	8	Yes	Yes	No	Yes
Albemarle Inn	11	No	Yes	No	Yes
A Bed of Roses	5	No	Yes	No	Yes
Biltmore Village Inn	6	No	Yes	No	Yes
Blake House Inn	6	Yes	Yes	No	Yes
Carolina Bed & Breakfast	7	Yes	Yes	No	Yes
Cedar Crest Victorian Inn	12	No	Yes	No	Yes
Chestnut Street Inn	8	Yes	Yes	No	Yes
Colby House	5	Yes	Yes	No	Yes
Dry Ridge Inn	8	Yes	Yes	No	Yes
The Hawk & Ivy	4	Yes	No	Yes	Yes
Inn on Main Street	7	No	No	Yes	Yes
The Lion and The Rose	5	Yes	Yes	No	Yes
North Lodge on Oakland	6	Yes	Yes	No	Yes
Owl's Nest Inn at Engadine	7	No	No	Yes	Yes

**Step 3:** Key the field entries for the inn's name and number of rooms into the database. Save the database to a USB jumpdrive. Open the B&BStudent database on a **Tablet PC**. Enter the Yes/No entries into the remaining fields **using the stylus of the tablet PC to tap on the Check Boxes**. Save and print the results.

**Step 4:** Open **Activity G701-08** and add a new field so guests will know if pets are allowed. Inns allowing pets include the following: Abbingtion Green, Biltmore Village Inn, Blake House Inn, Carolina Bed & Breakfast, and Owl's Nest Inn at Engadine. Resave the database and print again. Submit both printouts in the order assigned.

### Databases

Use database software with alternative input devices.