**DATABASE**

* It should consist of **three tables** and they should be appropriately named for example:
  + Personal information/ data,
  + Section information/ data and
  + Payment information/ data.
* Each table should have its own **primary key**.
* Each field within the tables should be wisely named.
* In the field properties for each field ensure that you make the **field size/ width** appropriate in order not to waste space in your database. Since the default field size for any text field is 50 in Microsoft Access and a person’s first name most likely will never be more than 25 characters long then, if not adjusted, the other 25 characters space would be wasted for every record in the database. So the field size for first name should be adjusted to about size 25 or even 20.
* **Personal information table**:
  + Include fields like:
    1. MasqueraderID/ ID Number – **TO BE USED AS THE PRIMARY KEY**
    2. Firstname/ first,
    3. Lastname/ last,
    4. Sex/ gender
    5. Address,
    6. Date of birth - **INSTEAD OF AGE SINCE AGE CAN BE CALCULATED FROM THIS FIELD,**
    7. Telephone contact,
    8. Size,
    9. And any other appropriate field you can think of.
    10. Section ID. – **PRIMARY KEY OF SECTION INFORMATION TABLE USED IN ORDER TO CREATE THE RELATIONSHIP/ JOIN**
* **Section Information table**:
  + Include fields like:
    1. Section ID - **TO BE USED AS THE PRIMARY KEY and REMEMBER TO USE A FOUR DIGIT CODE**,
    2. Section Name,
    3. Costume cost – in the field properties section you should ensure you include the limitation of the price range to be **between US$ 160 and US$ 425**
    4. And any other appropriate field you can think of.
* **Payment Data table**:
  + Include fields like:
    1. Payment ID - **TO BE USED AS THE PRIMARY KEY**
    2. Payment amount
    3. Payment type **(FULL OR INSTALLMENTS) USE BOOLEAN FIELD**
    4. Payment number
    5. Masquerader ID/ ID Number – **PRIMARY KEY OF PERSONAL INFORMATION TABLE USED IN ORDER TO CREATE THE RELATIONSHIP/ JOIN**
    6. And any other appropriate field you can think of.
* The **relationships** created should look like this and **enforce referential integrity** should be checked (√) for each relationship created.

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| --- |
| **PAYMENT**  **DATA**  **TABLE** |
| *Payment ID* |
| ID Number |
| Payment Amount |
| Payment type |
| Payment Number |

|  |
| --- |
| **PERSONAL INFORMATION**  **TABLE** |
| *ID Number* |
| Section ID |
| Firstname |
| Lastname |
| Sex |
| Date of Birth |
| Address |
| Telephone number |
| Size |

|  |
| --- |
| **SECTION INFORMATION TABLE** |
| *Section ID* |
| Section Name |
| Costume Cost |

**Payment** many to one **Masplayer** one to one **Section**

**WORDPROCESSING**

* Ensure you take a look at the mark scheme in order to gain maximum marks.
* ***Number 1: Your advertisement*** 
  + Has to be done on **letter size** paper not A4!
  + It has to include relevant information found in the introduction of the SBA as well as the spreadsheet section.
  + Make sure and include relevant graphics but decent.
  + Include the band logo/ name, section names and contact information in the ad.
  + Take advantage of many word processing features such as justification, bold, italics, underline, font colour, font styles and appropriate font sizes.
* ***Number 2: Your mail merge*** 
  + This section consists of three main parts:
    1. The main document that will be merged- make sure and include the fields that were returned in the **Paidup** query which was done in the database section,
    2. The query from you database that reflects those individuals who have paid in full for their costumes (**Paidup**) and
    3. The merged document i.e. the letters to be sent with the name, ID number, section, total payment, etc. inserted onto the letters.
  + Don’t forget the include information on the parade route, the time of assembly and departure of the band onto the parade.
  + Insert the report by copying from database and pasting into word document or any other means.
  + Ensure the report is resized appropriately so that all sections of it are showing in your letter.
  + Remember to include the final paragraph that expresses the gratitude of the bandleader towards the masqueraders for choosing to join his band for the carnival celebrations.

* ***Number 3: Design of letterhead*** 
  + This design for the letterhead should look attractive.
  + This letterhead should be universal for your word processing, spreadsheet and database documents.
  + Can include picture, words and contact information such as address, name, and phone number.
  + Remember to place the letterhead in the header of the document.
  + Don’t forget to include suitable footer and center align it.
* ***Number 4: formatting your document (the letter)***
  + Alignment of the document should be “justify”.
  + Left margin must be 1.5”.