

1. Opening AppleWorks

Click on AppleWorks 6. Click on the database icon.

2. Entering the fields

- Type in Record Number in field name. Select number as field type. Click on Create.
- Type in Student Name in field name. Select text as field type. Click on Create
- To set up a default value, click on Options and put the default value in the automatically enter box
- Similarly create the following fields with the respective field types
SectionA number
SectionB number
- Type in Total Score in field name. Select Calculation as field type. Click on Create. Choose SectionA from the fields list, '+' from the operators and SectionB. Click on OK.
- Type TA in field name. Select Radio Buttons as field type. Click on Create.
- Click Item 1 from Items For Control Box. In the Item Label box, type Ramya. Click on Modify.
- Modify Item2 as Shweta following the above Step.
- Create two more items Shankar and Riyaz
- The Default value is currently Ramya. You can change it by selecting another item from the drop down list. Click on OK
- Enter Examination Date as field name. Choose field type as Date.
- Click on DONE

The fields are now ready to enter the records. To modify the fields at any point of time, go to Layout->Define Fields. A number of layouts can be used for the database. We are currently in the browse layout and this is called the data entry form picture.

3. Editing the Layout of the Data Entry form

- Let us move the TA field right below Student Name and to the right of sectionA. Go to Layout->layout. Drag the TA field and put it below Student Name.

4. Editing the Tab Order

- Go to Layout->Tab Order.
- Select all fields in the Tab Order box except the Student Name field one by one and move it to the Fields box.
- Now, move all the fields in the fields box into the Tab Order box in the desired order, namely sectionA, TA, sectionB, Total Score and Examination Date. Click on OK.
- Now click on the Student Name box and see how the tab order has changed.

5. Taking a Picture of the Data Entry Form

- Hold the apple, shift-3 keys together. You'll hear a click and the picture file will be stored on your desktop.

6.Entering Data

- It is most convenient to enter data in the list mode. Go to Layout->List
- Click on Student Name box. Enter the following data for the first record.
Student Name-John
SectionA-35
SectionB-42
Total Score will get updated automatically.
TA-Shankar
Examination Date-11/10/2004
- To add a new record, go to Edit->New Record
- To delete a record, place your cursor at that record and go to Edit->Delete Record.

7.Formatting Data

- Double click on the heading Examination Date. A pop up window will appear enabling you to choose the format. Choose the format you desire and click on OK.
- Go back to the browse mode and see how the records are displayed.

8.Searching

We will perform four kinds of searches namely, OMIT search, AND search, OR search and ANDOR search.

- Go to Organize->Show all records
- Omit Search-We will perform a search to list all students except Ramya's students
- Click on the magnifying glass on the lefthand side and choose New Search
- Type OmitSearch for the Search Name box
- Choose Ramya for TA field
- Click on the Omit Button
- Choose Store to store the search
- Click on the magnifying glass again and choose OMIT search.
- Go to Layout->List to see the results in the list mode
- Go back to Organize->Show all Records
- AND search-We will perform a search to list all of Shweta's students who have a score ≥ 80
- Click on the magnifying glass on the lefthand side and choose New Search
- Type AndSearch for the Search Name box
- Type ≥ 80 in total score and choose Shweta for TA field.
- Choose Store to store the search
- Click on the magnifying glass again and choose AND search.
- Go to Layout->List to see the results in the list mode
- Go back to Organize->Show all Records

- OR Search-We will perform a search to list all of Riyaz's students or the students who took the makeup exam
 - Click on the magnifying glass on the lefthand side and choose New Search
 - Type ORSearch for the Search Name box
 - Choose Riyaz for the TA field
 - To specify the OR request, we need another request box. So, go to Edit->New Request
 - Type >11/10/2004 in the Examination Date box
 - Choose Store to store the search
 - Click on the magnifying glass again and choose OR search.
 - Go to Layout->List to see the results in the list mode
 - Go back to Organize->Show all Records
-
- ANDOR Search-We will perform a search to list all of Ramya's students or Shankar's students who have a grade ≥ 90
 - Click on the magnifying glass on the lefthand side and choose New Search
 - Type ANDORSearch for the Search Name box
 - Type ≥ 90 for total score and Choose Ramya for the TA field
 - To specify the OR request, we need another request box. So, go to Edit->New Request
 - Type ≥ 90 for total score and Choose Shankar for the TA field
 - Choose Store to store the search
 - Click on the magnifying glass again and choose ANDORsearch.
 - Go to Layout->List to see the results in the list mode
 - Go back to Organize->Show all Records

9.Sorting

We will sort our database now. We will sort keeping the Total Score as the primary key and the Student Name as the secondary key. Hence, the conflict between John and Karen will be resolved as they have the same Total Score. Click on the SORT icon. It is the one with the four bar graphs.

- Choose Total Score from the field list, click on move and choose the descending order.
- Now for the secondary key, Choose Student Name from the field list, click on move and choose descending.
- Click on OK
- Click on Sort1.
- The data is sorted according to our specified sort order

10. To Get back our earlier unsorted records

- Go to Organize->Show all Records. It will show the records in the sorted order.
- To get back our unsorted records, perform a Sort2 with the record number in ascending order

11.Generating Reports

- A report can be created with the sorted data list.
- Go to Layout->New Layout
- Type Report1 in the name box
- Choose Columnar Report. Click OK
- Choose Student Name, sectionA, sectionB, Total Score in that order and move each of them to the field order box. Click on OK.
- The report will print in the order we have specified.

12.Mail Merge

- Mail Merge is an important utility that allows us to print form letters unique for each person in a very simple manner.
- Go to File->New->Word Processing
- Start Typing on the Word Processing Document : Dear
- Go to file->Mail Merge . Select model.cwk from the desktop. Click on OPEN.
- The mail merge pop up window appears. Select Student name and click on insert
- Let the pop up window remain as it is and continue typing on the word processing document . Keep inserting the fields as displayed below:

Dear <<student name>>

<<total score>> on your midterm that was conducted on <<Examination Date>>.

Please meet your TA <<TA>> to record your score.

- Now, click on merge on the mail merge window.
- Choose Save in a new document.
- So, we have a document containing form letters to each of the students. Go to File->Save and save this document.
- Quit out of AppleWorks by choosing File->Quit.