

Garden Centre

You have been given a file containing data on the range of plants in the garden centres.

Set the field type of **Retail Price** to currency.

Take a screenprint of the finished design view and paste it into your evidence document.

Make sure that the table is clear, easy to read and fits on one page.

Print the page out.

Sort the data into ascending Retail Price order.

Produce a report to show **Shrub and Climber** plants **with a Retail Price of £11.50 or less**.

Show the **Shop, Name and Price** fields **only** in your report, in the order given.

Check that the report is clear, easy to read and fits on **one** A4 page.

Print a copy of the finished report

Evidence needed:

- a) A printout of your finished design view pasted into your evidence document.*
- b) A printout of your finished table.*
- c) A printout of your finished report on **one** A4 page.*

18 marks