

Access Unit Review

1. Create a new database file; name it BATAVIA and save to your Computer 8 folder.
2. Create a structure for your database using design view. The fields are listed below. Save the datasheet; name it xxEMPLOYMENT. Where xx is type your first and last initials. (DO NOT SET A PRIMARY KEY).

Field Name	Data Type
LAST	TEXT
FIRST	TEXT
ADDRESS	TEXT
CITY	TEXT
STATE	TEXT
ZIP	NUMBER
DOB	DATE/TIME (SHORT)
SALARY	CURRENCY (0 DECIMALS)

3. Enter the records below into the datasheet.

RECORD 1

John Alexander
212 Lehigh Avenue
Batavia, NY 14020
2/18/56
\$42,500

RECORD 4

Joseph Matthews
398 East Avenue
Batavia, NY 14020
3/18/48
\$52,000

RECORD 2

Shelly McDermott
8941 E. Main St.
Batavia, NY 14020
9/25/72
\$28,900

RECORD 5

Anne Lewis
5237 W. Main St.
Batavia, NY 14020
10/26/60
\$42,000

RECORD 3

Jeffrey Lewis
89 Washington Avenue
Batavia, NY 14020
7/24/70
\$20,000

RECORD 6

Martin Andrews
342 Vernon Avenue
Albion, RI 28002
8/15/60
\$45,800

RECORD 7

First Name Last Name (add your own name)
G116 Walden Galleria,
Buffalo, NY 14225
1/01/70
\$70,000

4. Adjust column widths as necessary to accommodate the longest entry in each field.
5. You have decided to remove Martin Andrews from your database as he has moved from the area. Delete his record from the database. Save changes.
6. A new field called EMPLOYER is to be added to the database. Insert the new field before the SALARY field. Enter the data listed below. Adjust the column width of this field to accommodate the longest entry.

RECORD 1 – EMPLOYER
Niagara Mohawk

RECORD 2 – EMPLOYER
Attica Prison

RECORD 3 – EMPLOYER
Genesee Memorial

RECORD 4 - EMPLOYER
City of Batavia

RECORD 5 – EMPLOYER
National Fuel

RECORD 7 – EMPLOYER
National Fuel

7. Add a new record to the database. Insert the following information: Maxine Douglas, 202 Union Street, Batavia, NY 14020, 12/30/68, Genesee Memorial, \$31,000.
8. **Show all fields.** Create a query of the database records in ascending order by LAST and then FIRST. (LAST is a primary sort and FIRST is a secondary sort). Change the layout to landscape. Save the query as LAST. Preview the file to make sure the table fits on one page. Create a report of the sorted table.
9. **Show all fields.** Create a query of the database records with the oldest person being listed first. Save the query as OLDEST. Preview the file to make sure the table fits on one page. Create a report for the sorted table.
10. **Show all fields.** Sort the database records from the highest to the lowest salary. Save the query as HIGHEST. Preview the file to make sure the table fits on one page. Create a report of the sorted table.

Your teacher will tell you which report to print. Be sure you have added your name to each report heading.

Perform the queries indicated below in directions 11-16. After running the query, list the EMPLOYEE NAMES of your computer results on the line provided below each query.

11. **Show all fields.** Query the database to find those individuals who earn a *salary less than \$30,000* a year. Save as **xxQuery11**.
Query Results – Employee Names (First and Last):

Field:		
Sort:		
Show:	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		
Or:		

12. Display the following fields: **FIRST, LAST, and SALARY**. Query the database to find those individuals who earn a **salary of \$50,000 or more**. Save as **xxQuery12**.

Query Results – Employee Names (First and Last):

Field:			
Sort:			
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			
Or:			

13. **Show all fields**. Query the database to find those people **born between 1950 and 1972**. Save as **xxQuery13**.

Query Results – Employee Names (First and Last):

Field:			
Sort:			
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			
Or:			

14. **Show all fields**. Query the database to find those people with the **last name beginning with the letter M**. Save as **xxQuery14**.

Query Results – Employee Names (First and Last):

Field:		
Sort:		
Show:	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		
Or:		

15. **Show all fields.** Query the database to find those *people whose last name begins with the letters A or M*. Save as xxQuery15.

Query Results – Employee Names (First and Last):

Field:		
Sort:		
Show:	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:		
Or:		

16. Display the following fields: **LAST, EMPLOYER, and SALARY**. Query the database to find those individuals who *work at Genesee Memorial and make less than \$30,000*. Save as xxQuery16.

Query Results – Employee Names (First and Last):

Field:			
Sort:			
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			
Or:			