

The Database: Planning through Printing a Report

Step 1: Create a database. Using the data in the table below, decide the field names and types for the **Activity G703-04** database. Set the ID No. as the primary key. Use Yes/No field type when appropriate. Name the table **EmployeeStudent**.

| ID No (Auto-number) | First Name | Last Name | Street | City | ST | ZIP | Marital Status |
|---------------------|------------|-----------|-------------------|-------------------|----|-------|----------------|
| | David | Adams | 23 Elm Street | Conway | AR | 72032 | M |
| | Debra | Benson | 1 Maple Lane | Conway | AR | 72033 | S |
| | John | Carter | 89 Pecan Trail | North Little Rock | AR | 72199 | S |
| | Alice | Carter | 42 Oak Lane | Little Rock | AR | 72209 | M |
| | Tonya | Elliot | 865 Pine Street | Mabelvale | AR | 72103 | M |
| | Thomas | Eason | 35 Cedar Circle | Bauxite | AR | 72011 | M |
| | Susan | Gates | 27 Hemlock Street | Benton | AR | 72015 | S |
| | Stephen | Hinson | 76 Ash Street | Malvern | AR | 72104 | S |
| | Don | Gaston | 23 Hickory Lane | Bauxite | AR | 72011 | S |
| | Kent | Kippler | 86 Main Street | Malvern | AR | 72104 | S |
| | Amber | Adams | 9 Sycamore Street | Little Rock | AR | 72208 | M |

| No. of Children | Employment Anniversary | Vacation Days Earned | Insurance |
|-----------------|------------------------|----------------------|-----------|
| 2 | 02/22/2005 | 0 | Y |
| 0 | 01/01/2000 | 10 | Y |
| 0 | 07/07/2004 | 5 | N |
| 3 | 08/31/2001 | 5 | Y |
| 5 | 12/31/2005 | 0 | N |
| 1 | 12/31/1999 | 15 | Y |
| 0 | 08/01/1995 | 15 | Y |
| 0 | 06/01/2003 | 5 | Y |
| 1 | 01/01/2000 | 10 | Y |
| 2 | 09/28/2003 | 5 | Y |
| 3 | 01/15/1995 | 15 | Y |

Step 2: Sort the database: Primary field – last name, secondary field – first name. **Print** the database table.

Databases

Use database software with alternative input devices.

Step 3: Create a query that selects records based on the following conditions: Married employees who have earned more than 5 vacation days. Only the employee's name fields, sorted in ascending order, and days earned fields should show in the query. Name the query **DueTime1Student**. **Print** the DueTime1 query.

Create a second query that includes all employees who have earned time less than 10 days. Employees with ZERO days should **not** be included on the list. Name this query **DueTime2Student** and **print**.

Step 4: Use the data from both **DueTime1Student Query** and **DueTime2Student Query** to create two attractive reports. EACH report title should be *Vacation Days Register*. List the names and the days earned. Add an appropriate vacation site picture to make the lists attractive. Use lines or shading as allowed by your program to enhance both reports.

Databases

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