

## INF 293 Computer Programming for Business Applications

### Class Work – 3 (Tables, Forms and Reports)

1. **Creating a new database.** Start MS Access and create a new database with the name **CW3DATABASE**.
2. **Creating a new table.** Create a new table with the name **Personnel** using the Design View and enter the following fields given below. Select a proper primary key field.

Field Name	Type	Length / Field Size	Explanation
EmpID	Text	5	Employee ID. Should be displayed like <b>12-345</b> (input mask), required
LastName	Text	20	Last name of employee, required
FirstName	Text	20	First name of employee, required
HireDate	Date/Time		Hire date of employee (Short Date), required Must be earlier than the year 2008 (data validation). If not, warn the user.
LocID	Text	3	Location ID. Should be displayed like <b>L02</b> (input mask), required
Title	Text	10	Title
Salary	Currency		Salary. Should be displayed like <b>\$12,345</b> (format), required
Gender	Text	1	Gender code, must be <b>M</b> or <b>F</b> (data validation) Must be displayed in uppercase, required

3. **Entering data into table using Datasheet View.** Enter the following records to table **Personnel** given below:

EmpID	LastName	FirstName	HireDate	LocID	Title	Salary	Gender
00-001	Kaynak	Eray	01/01/1998	L02	Manager	\$57,000	M
00-002	Akbulut	Gamze	02/02/1988	L01	Clerk	\$19,000	F
11-112	Zengin	Ali	05/05/1990	L04	Manager	\$47,000	M
11-312	Demir	Gonca	06/06/2001	L04	SalesMan	\$125,000	F
22-222	<b>your information</b>						

(The last record must contain your name and surname)

4. **Creating a form.** Create a form using Form Wizard. The name of the form will be **Personnel**. Insert four command buttons to add a new record, to delete a record, to find a record and to close the form.
5. **Adding new fields to table.** Modify the table **Personnel** using Design View. Insert a new, required (Yes/No) field with the name **Married**, then insert another new, required field with the name **Region** using Lookup Wizard and enter the following data into the table:

EmpID	Married
00-001	Yes
00-002	Yes
11-112	Yes
12-312	No
22-222	

EmpID	Region
00-001	North
00-002	North
11-112	East
12-312	West
22-222	

6. **Modifying the form.** Modify the form using Design View and insert the two fields (**Married** and **Region**) into form.

7. Insert a new record using the form into the table using the modified form.
8. **Creating a report.** Create a report using Report Wizard. The name of the report will be **Personnel**. The report should include EmpID, LastName, FirstName, HireDate, Title, Gender.  
Write your name at report footer.

