**DATABASES**

**M-SACCO Group** was established to promote savings and loans among its members. Using the data in **Savings.xlxs**, create a database in your names and personal number and answer the following.

1. Open your table in design view and perform the following
   1. Add appropriate data types to the table
   2. Add a new field named **“Sex”** and populate the table using Lookup wizard
   3. Add a **“UGX”** symbol to all currency fields
2. Create the following queries
   1. A calculated query to return loan balances. Save it as **Calculated**.
   2. Using the above query, filter out members who completed paying the loan. Save it as **Completed**.
   3. Using calculated query, filter out members with out standing loan balances and save it as **Outstanding Loan**.
   4. Using calculated query, add a new field named **Age** to compute for Age of each member.
   5. Of members born in February of Every Year. Save it as **Born Feb**.
   6. To return members born in the Year 2000. Save it as **2000’s**.
3. Create a form from the table and modify it as follows
   1. Add a tile
   2. Add date and time
   3. Any Background color
   4. Footer of your names and personal number
   5. Calculate the Loan Balance
   6. Save the form as **Final Form**.
4. Create a report from the Outstanding Loan balance query and perform the following
   1. Add an appropriate title
   2. Any background color
   3. Red borders
   4. Footer of your personal number
   5. Sort names in descending order
   6. Add an image “**msacco**” on your report to act as a logo
5. Print all your work