

**OBJECTIVE:** MicrosoftOffice Access

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**Week** : 9

Create the following PersonalInfo Database with the given tables;

- Create Staff, Department and Job tables with attributes and their types shown below;

Field Name	Data Type
StaffID	AutoNumber
Staff Name	Short Text
Staff Surname	Short Text
Salary	Currency
Birth	Date/Time
DepartmentID	Number
JobID	Number

Field Name	Data Type
DepartmentID	AutoNumber
Department Name	Short Text

Field Name	Data Type
JobID	AutoNumber
Job Name	Short Text

- Fill the department and job tables by getting data from excel sheet externally, the staff table via the import manager or via copying + pasting of the data from the Excel sheets.

Get External Data - Excel Spreadsheet

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: D:\CTIS\_SPR\_13\_14\ctis165\LabGuides\LG7\Staff.xlsx Browse...

Specify how and where you want to store the data in the current database.

☐ Import the source data into a new table in the current database.  
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

☒ Append a copy of the records to the table: Staff  
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

☐ Link to the data source by creating a linked table.  
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

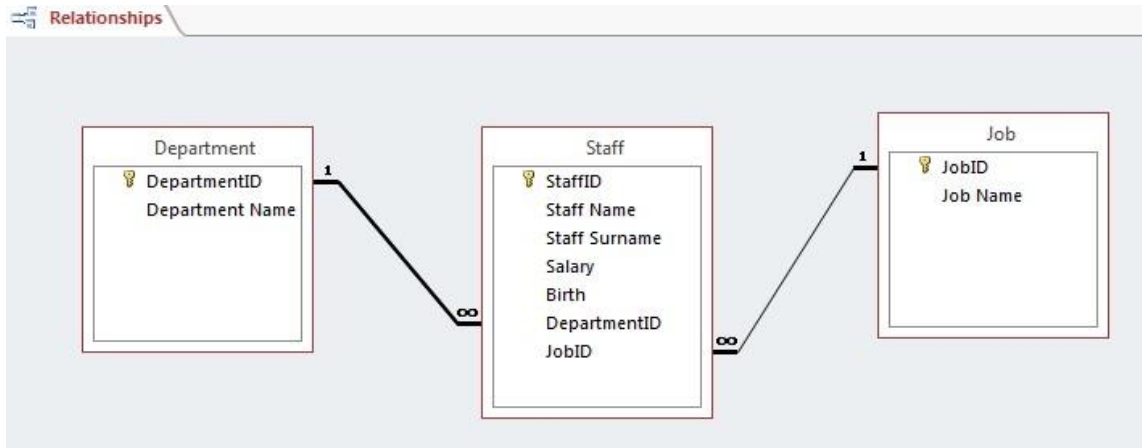
OK Cancel

StaffID	Staff Name	Staff Surname	Salary	Birth	Department	JobID	Click to Add
1	Ali	Özçelik	\$900.00	25-May-80	1	1	
2	Melike	Murat	\$780.00	28-May-70	2	2	
3	Elif	Yurt	\$1,880.00	02-Jun-77	4	3	
4	Banu	Alkan	\$920.00	31-May-81	5	1	
5	Mehmet	Barış	\$1,000.00	30-May-85	3	2	
6	Esra	Mutlu	\$650.00	05-Jun-60	2	3	
7	Esra	Zeybek	\$650.00	07-Jun-65	1	3	
8	Mert	Uyanmış	\$400.00	26-May-72	1	1	
9	Erkan	Öncül	\$520.00	24-May-70	2	2	
10	Seda	Çiftlik	\$730.00	23-May-80	3	3	
11	Ahmet	Genç	\$2,200.00	02-Jun-81	4	4	
12	Merve	Demir	\$100.00	03-Jun-82	5	2	
13	Ebru	Çetin	\$150.00	01-Jun-82	3	1	
14	Emrah	Çıbık	\$300.00	31-May-83	2	3	
15	Aybüke	Uçar	\$400.00	29-May-76	1	3	
16	Mustafa	Konmaz	\$500.00	28-May-79	2	4	

Department	Job
JobID	Job Name
1	Department Chair
2	Analist
3	Software Engineer
4	Specialist
*	(New)

Department	Job
DepartmentID	Department Name
1	Technical Management
2	Software
3	Control
4	Documentation
5	Sales
*	(New)

- Create the floowing relationship between tables.



- Create a Query for the staff who has the salary between 500TL and 1000TL.

StaffID	Staff Name	Staff Surnan	Salary	Birth
1	Ali	Özçelik	\$900.00	25-May-80
2	Melike	Murat	\$780.00	28-May-70
4	Banu	Alkan	\$920.00	31-May-81
6	Esra	Mutlu	\$650.00	05-Jun-60
7	Esra	Zeybek	\$650.00	07-Jun-65
9	Erkan	Öncül	\$520.00	24-May-70
10	Seda	Çiftlik	\$730.00	23-May-80

- Create a Query for the staff whose age is higher than 35.

StaffID	Staff Name	Staff Surnan	Salary	Birth
1	Ali	Özçelik	\$900.00	25-May-80
2	Melike	Murat	\$780.00	28-May-70
3	Elif	Yurt	\$1,880.00	02-Jun-77
4	Banu	Alkan	\$920.00	31-May-81
6	Esra	Mutlu	\$650.00	05-Jun-60
7	Esra	Zeybek	\$650.00	07-Jun-65
8	Mert	Uyanmış	\$400.00	26-May-72
9	Erkan	Öncül	\$520.00	24-May-70
10	Seda	Çiftlik	\$730.00	23-May-80
11	Ahmet	Genç	\$2,200.00	02-Jun-81
15	Aybüke	Uçar	\$400.00	29-May-76
16	Mustafa	Konmaz	\$500.00	28-May-79

- Create a Query for the staff who work in “CONTROL” department.

Control Department					
StaffID	Staff Name	Staff Surname	Salary	Birth	Department
5	Mehmet	Barış	\$1,000.00	30-May-85	Control
10	Seda	Çiftlik	\$730.00	23-May-80	Control
13	Ebru	Çetin	\$150.00	01-Jun-82	Control

- Create a query which counts the number of staff in each Job Group by using count function.

Count Job Groups	
Job Name	CountOfJobID
Analist	4
Department Chair	4
Software Engineer	6
Specialist	2

- Create a query from Department that counts how many staff in each department.

Count Dept Groups	
Department Name	CountOfDepartmentID
Control	3
Documentation	2
Sales	2
Software	5
Technical Management	4

- Create the following Form by using StaffSalaryLowerThan500 Query, give the colored structure as shown below. This form has a “Columnar” layout.

StaffSalaryBetween500and1000	
StaffID	10
Staff Name	Ali
Staff Surname	Özçelik
Salary	900,00 TL
Birth	25.05.1980

- Create the following Form (StaffWithDepartment) by using form wizard. This form has a “Datasheet” layout.

DeptStaff

Department Name:

DeptStaff

StaffID	Staff Name	Staff Surname	Salary	Birth
1	Ali	Özçelik	\$900.00	25-May-80
7	Esra	Zeybek	\$650.00	07-Jun-65
8	Mert	Uyanmış	\$400.00	26-May-72
15	Aybüke	Uçar	\$400.00	29-May-76
*	(New)		\$0.00	

Record: 4 of 4

- Create a Report (StaffWithJobs) according to following grouping options, the report has a “Stepped” layout in portrait orientation.

Staff with Jobs

JobID	StaffID	Staff Name	Staff Surname	Salary
1	8	Mert	Uyanmış	\$400.00
	4	Banu	Alkan	\$920.00
	13	Ebru	Çetin	\$150.00
	1	Ali	Özçelik	\$900.00
2	2	Melike	Murat	\$780.00
	5	Mehmet	Barış	\$1,000.00
	9	Erkan	Öncül	\$520.00
	12	Merve	Demir	\$100.00
3	10	Seda	Çiftlik	\$730.00
	6	Esra	Mutlu	\$650.00
	14	Emrah	Çibık	\$300.00
	3	Elif	Yurt	\$1,880.00
	15	Aybüke	Uçar	\$400.00
	7	Esra	Zeybek	\$650.00
4	16	Mustafa	Konmaz	\$500.00
	11	Ahmet	Genç	\$2,200.00

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- Finally Export Staff Salary query to an Excel spreadsheet.