

1. Create a new blank database and name it Helpless Airlines<sup>1</sup>
2. Create a new Table and add the following fields

Field	Data Type	Field Size
EmpID	Autonumber	Long Integer
First Name	Short Text	50
Last Name	Short Text	50
Email	Short Text	50
Status	Short Text	2
Start Date	Date/Time	Short Date
PositionID	Number	Long Integer
Staff Number	Short Text	10

3. Save the Table as Employee
4. Make EmpID the Primary Key
5. Import Sheet 2 of the Excel file, Staff List.xls and append a copy of the records to the Employee table.  
Accept all defaults.
6. Add a new employee to the Employee Table: David Murphy, [90123@helpless.com](mailto:90123@helpless.com) who is a part time (PT) employee and who started on 1/11/2019 , Position ID is 2 and whose staff number is BT90123.
7. Find and delete the record for Damian Byrne and update the record for EmpID 15, so that their last name starts with a Capital Letter and Position ID changes to 1.
8. Sort the Employee Records from Oldest to Newest on the Start Date Field.
9. Add the following validation rules to the Employee Table
  - a. Status Field so that the user can only enter FT or PT. Add a validation message to state that "The value must be either FT for Full time or PT for Part Time Employees"
  - b. Start Date Field to ensure that the Start Date is between 1/1/2010 and today's date.
  - c. Add a caption "Job Type" to the PositionID Field
10. Add the following input masks to the Employees Table
  - a. Staff Number to have two capital letters, regardless of user input in lower case, followed by 5 numbers

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<sup>1</sup> Associate Level

- b. Start date to be in the format dd/mm/yyyy
  - c. Ensure that you have saved all changes to the Employees table.
- 11. Create a linked table to the Helpless Airlines 10 Year Income Excel spreadsheet. Name the new Table, 10 Year Income
- 12. Open the Linked 10 Year Income Table in Datasheet View and add a total row. Display the total for 2010, the max income for 2011 and the average income for 2012.
- 13. Change the description of the 10 Year Income Table to “This table is linked to the 10 Year Income Excel Spreadsheet”. Save the changes.
- 14. Import the Customers.xlsx file into a new table in the Helpless Airlines database. Set the Index of CustID to Yes(No Duplicates) and set this field as the Primary Key. Name the new table Customers.
- 15. Filter the Customers Table so that only States/Provinces beginning with the letter N are displayed.
- 16. Open the Customers Table and set the Default Value for the Country/Region Field to USA.
- 17. Import the Suppliers and Purchase Orders Table from the Northwind Database into the Helpless Airlines Database
- 18. Set the Fields in the Purchase Orders Table so that the Expected Date, Taxes and Notes Fields are not visible on the Datasheet.
- 19. Move the Approved Date field so that is beside, and to the right of, the Creation Date Field.
- 20. Rename the Purchase Orders Table to Northwind Purchases.
- 21. Using Application Parts, create a new Contacts table. Create a one-to-many relationship with the Employees table, with one Employee having many contacts. Accept all other defaults and create the new table.
- 22. Create a new table Position

Field	Data Type	Field Size	Format
EmpID	Autonumber	Long Integer	
Job Title	Short Text	40	
Salary	Currency		Euro, Decimal Places 0

- 23. Add the following Data to the Data Sheet.

ID	JobTitle	Salary
1	Captain	€75,000
2	Co Pilot	€50,000
3	Supervisor	€35,000
4	Steward	€18,000
5	Baggage Handler	€12,000
6	Check In Administrator	€15,000
7	Engineer	€60,000
8	Traffic Controller	€85,000

24. Append the named range Job\_title from the Staff List Excel file to the Position Table.
25. Create an inner join relationship between the Employee and Position Tables and enforce referential integrity.