

Ex.No. : 10

ACCESS APPLICATIONS - II

Date : 11.08.16

Aim

To create a students table with the following fields: Sr.No, Reg. No, Name, Marks in 5 subjects. Calculate total and percentage of 10 students. Perform the following queries.

- ☐ To find the details of distinction student
- ☐ To find the details of first class students
- ☐ To find the details of second class students

Procedure:-

Step 1 : Open the Microsoft Access 2007

Step 2 : Look at the **Enter** of Your Access Screen then will see **Getting Started with Microsoft office Access** then will see a **Blank data base** option. Click this **Blank data base**

Step 3 : Give the file name & **Student details** then click the **Create** button

Step 4 : In **data base** menu click the **View** option then click Design & view

Step 5 : It will ask the **Table Name**, give the table name & **Student** and click **OK**. In this window change the **ID** as **RegidterNo** and data type as auto number and Add the name, mark1, mark2, mark3, mark4, mark5, total and average of ten students.

Step 6 : Press Ctrl + W. It will ask same change click **Yes** then Double click the **Student** table. It will display the employee details.

Step:7 open the **query design grid** select **create tab** then go to **other group** then click the **query design icon** it gives query design grid .

Step:8 select table for query automatically show table window will open next click add .then click close now we should see a box Student.

Step:9 select field from **Student** . List box, now we can see a list of its field .then select each one individually by double clicking on their names.

Step:10 **Enter query criteria** designation is senior lecturer or lecturer or HOD then **save& run query** click save icon it will ask save as query name : just use the default name **query 1** by click Ok button. Click **RUN** icon in the **Result group** of the top bar. Now it will display result resignation as lecturer .

Result ;

Thus the above exercise pay roll for employee database of organization is done successfully.