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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

And to print the consolidated result sheet and mark card for the student.

Procedure**Steps**

1. Start → All Programs → Microsoft Office → Microsoft Office Access.
2. Click Blank Database.
3. Give the File name and click Create.
4. In view click Design View and give the Table name and click ok.
5. Enter the required field name and data type. Save it.
6. In View, Click Datasheet View. Enter the required data. Save it.
7. In Create menu, Click Report Design. A grid will appear.
8. In Controls click the text box and place the required text box in the grid and give the field name for the text.
9. Right click out side the grids (in the blue screen) go to properties. In the data menu go to Record Source and click the button and select a table.
10. Right click on the Text Box and go to properties. In the data menu select the control source and select the required field to display.
11. Click view, and select the Report view to view the report.

Result :

Thus the pay slip is designed and a report generated for a particular employee successfully.