

Microsoft Access Exercise

- I. Create two tables in a database file.
 - a. **Client** table:

Field Name	Data Type
Client Number	Text
Client Name	Text
Street	Text
City	Text
State	Text
Postal Code	Text
Amount Paid	Currency
Current Due	Currency
Recruiter Number	Text

Client Num	Client Name	Street	City	State	Postal Code	Amount Paid	Current Due	Recruiter Num	Add New Field
AC34	Alys Clinic	134 Central	Berridge	CO	80330	\$0.00	\$17,500.00	21	
BH72	Berls Hospital	415 Main	Berls	CO	80349	\$29,200.00	\$0.00	24	
BL12	Benton Labs	12 Mountain	Denton	CO	80412	\$16,500.00	\$38,225.00	24	
EA45	ENT Assoc.	867 Ridge	Fort Stewart	CO	80336	\$12,750.00	\$15,000.00	27	
FD89	Ferb Dentistry	34 Crestview	Berridge	CO	80330	\$21,000.00	\$12,500.00	21	
FH22	Family Health	123 Second	Tarleton	CO	80409	\$0.00	\$0.00	24	
MH56	Maun Hospital	76 Dixon	Mason	CO	80356	\$0.00	\$43,025.00	24	
PR11	Peel Radiology	151 Valleyview	Fort Stewart	CO	80336	\$31,750.00	\$0.00	21	
TC37	Tarleton Clinic	451 Hull	Tarleton	CO	80409	\$18,750.00	\$31,500.00	27	
WLS6	West Labs	785 Main	Berls	CO	80349	\$14,000.00	\$0.00	24	

- b. **Recruiter** table:

Field Name	Data Type
Recruiter Number	Text
Last Name	Text
First Name	Text
Street	Text
City	Text
State	Text
Postal Code	Text
Rate	Number
Commission	Currency

1. Field size of **Rate** is **single**.
2. Its format is **fixed**
3. It has **2 decimal places**

Recruiter Num	Last Name	First Name	Street	City	State	Postal Code	Rate	Commission	Add New Field
21	Kerry	Alyssa	261 Pointier	Tourin	CO	80416	0.10	\$17,600.00	
24	Reeves	Camden	3135 Brill	Denton	CO	80412	0.10	\$19,900.00	
27	Fernandez	Jaime	265 Maxwell	Charleston	CO	80380	0.09	\$9,450.00	
34	Lee	Jan	1827 Oak	Denton	CO	80413	0.08	\$0.00	

II. Querying Database:

- a. Display only three fields, Client Number, Client Name, and Recruiter Number from Client table.
- b. Display the Client Numbers and Client Names of Recruiter Number 24.
- c. Find Client Name, Amount Paid and Current Due of Client Number "FD89".
- d. Find Client Numbers, Client Names, Amount Paid and Current Due of Client Name started with "Be".
- e. Display Client Number, Client Name, Amount Paid and Current Due whose City is "Berridge".
- f. Find Client Number, Client Name, and Amount Paid of all records with 0 at Current Due.
- g. Find Client Number, Client Name, Amount Paid and Current Due of all records with Amount Paid >20000.
- h. Find Client Number, Client Name, Amount Paid and Current Due of all records with Amount Paid >20000 **and** Recruiter Number 21.
- i. Find Client Number, Client Name, Amount Paid and Current Due of all records with Amount Paid >20000 **or** Recruiter Number 21.
- j. Find all cities that clients come from. (Omit the duplicates)
- k. Find the list with Client Number, Client Name, Recruiter Number and Amount Paid and the list is sorted by both Recruiter Number and Amount Paid in ascending order.
- l. Use "join table" to display Recruiter Number, Last Name, First Name, Client Number, and Client Name.