

**Exemplar Exercise  
Standard Level**

**5282 Databases**

1. Create a new database called DBSTest.dbf
2. Create a new table in Design View using the following fields (in the order shown)

Field Name	Data Type	Size / Type
Employee ID	Number	Integer
DepartmentID	Number	Integer
Month	Text	20
HoursWorked	Number	Integer

3. Set the field Employee ID as the Primary Key
4. Save the table with the name Months
5. Enter the following records (in the order shown) into the table Months, (the fields are in the correct order and are separated by a comma)

10, 1, Jan, 40  
11, 1, Jan, 36  
12, 2, Jan, 27  
13, 1, Feb, 25  
14, 2, Feb, 30

6. Add a new field to the table Months. The field details are given below.

Field Name	Data Type	Size / Type
HourlyRate	Currency	Default settings

7. Enter the following entries for each record for this field (the entries are in the correct order and are separated by a comma)

4.50, 6.25, 5.25, 7.35, 4.75

8. Using the Form Wizard create and save a data input form to include all fields in the table Months.
  - a. The title of the form is Monthly Records
  - b. The Layout is Columnar
  - c. The style is Blends
9. Search for all employees who worked in Department 1 in Jan showing all fields. Save this query as Jan.
10. Print the search results to file

11. Using the Report Wizard and the table Months create and save a report using the following criteria:

- a. Use all available fields
- b. There is no grouping
- c. Sort on the field Month in Ascending order
- d. The layout is Tabular
- e. Use the Corporate style
- f. The title is Monthly Report

12. Print the Report to file.