

SWASTICK YOUTH COMPUTER TRAINING CENTRE

(A Government of West Bengal Initiative Under the Directorate of Youth Services)

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S) **IT ACCESS**

Block-Patharpratima, Pin-743349, Contact No. 9733600064/7718553373

Lesson -01

1. Create the following Database in **YOURFIRSTNAMECOURSE**(Syntax:SANKARDITAS2) &Table with your First Name and insert the following data in the table :-

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size</u>
ENO	Auto number	
NAME	Text	20
DEPT	Text	10
DESIG	Text	10
BASIC	Number	Single
PICTURE	Ole Object	

<u>ENO</u>	<u>NAME</u>	<u>DEPT</u>	<u>DESIG</u>	<u>BASIC</u>
1	RAJAT	ACCTS	MGR	6500
2	MADHURIMA	MKTG	MGR	6000
3	RAJNISH	PERS	CLRK	4500
4	RAKHI	ACCTS	CLRK	3000
5	SACHIN	MKTG	SALES	2000
6	VIRAT	PERS	MGH	7000
7	MUKESH	ACCTS	CLRK	2500

2. Now Apply the Validation Rule in the Basic field where BASIC must be between 2000 and 7000. A Message will be shown in case any value is entered outside the above range.
3. Arrange records in ascending order of Name.
4. Insert any picture in RAJAT record.
5. Now Insert a New field in the above Table Named Remark of Data Type Memo and type the following Text against the First record:- "This is the First Record"

Lesson -02

1. Create the following Table with your Last Name and insert the following data in the table :-

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size</u>
ENO	Auto number	
NAME	Text	20
DEPT	Text	10
DESIG	Text	10
BASIC	Number	Single

<u>ENO</u>	<u>NAME</u>	<u>DEPT</u>	<u>DESIG</u>	<u>BASIC</u>
1	RAJAT	ACCTS	MGR	6500
2	MADHURIMA	MKTG	MGR	6000
3	RAJNISH	PERS	CLRK	4500
4	RAKHI	ACCTS	CLRK	3000

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5	SACHIN	MKTG	SALES	2000
6	VIRAT	PERS	MGH	7000
7	MUKESH	ACCTS	CLRK	2500

2. Now, perform the following instructions: -

- To Display Only the Name of employees.
- To Display All records of the employees designation is MGR.
- To Display Only Name of those persons who are working in ACCTS Department.
- To Display only those records whose BASIC is more than 5000.
- To Display Only NAME and DEPT of those persons whose BASIC is between 2000 and 3000.
- To Display Only NAME and MKTG and PERS Department.
- To Display only those records whose Department is MKTG and Designation is MGR.
- To Display only those records of Employees whose name starts with "S".
- To Display All records whose EMPNO is 3 and 7.
- To Display Records of all employees other than PERS Department earning BASIC below Rs. 5000/-.

Lesson -03

1. Create the following Table in your own School Name:-

Field Name	Data Type	Field Size
ROLL	Number	Integer
NAME	Text	15
PHY	Number	Integer
CHEM	Number	Integer
MATH	Number	Integer
TOTAL	Number	Integer
AVG	Number	Single

<u>Roll</u>	<u>NAME</u>	<u>PHY</u>	<u>CHEM</u>	<u>MATH</u>	<u>TOTAL</u>	<u>AVG</u>
1	DIPALI	70	80	90		
2	RAHIM	85	75	65		
3	ASHA	55	70	76		
4	SUDIP	45	55	50		
5	MITA	85	90	95		
6	ARKADYUTI	45	48	40		

- Calculate the Total using the following formula :- $TOTAL = PHY + CHEM + MATH$
- Calculate the AVG using the following : $AVG = TOTAL / 3$
- AVG will be formatted in 2 decimal places.
- Insert another field in the above Table which is as follows:-

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size</u>
GRADE	Text	10

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6. GRADE will be displayed according to the following Table:-

<u>AVG</u>	<u>GRADE</u>
0 - 49.99	FAIL
50 – 69.99	FAIR
70 – 89.99	GOOD
90 – 100	EXCELLENT

7. To display only those records whose GRADE is EXCELLENT.

8. To display the Student`s name having `H` as the Third character.

9. Delete the record from the above table of those student whose GREADE is FAIR.

Lesson -04

1. Create the following Table named SWASTICK1 with the following structure details (SLNO as a Primary key):-

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size</u>
SLNO	Auto number	
PRODUCT	Text	20
RATE	Number	Single
QUANTITY	Number	Integer
VENDOR	Text	15

SL NOI	PRODUCT	RATE	QUANTITY	VENDOR
1	TV	23000	55	SONY
2	HDD	2500	30	LG
3	COMPUTER	18000	15	HCL
4	MICRO OVEN	5000	25	IFB

2. Create another Table named SWASTICK2 with the following structure details (SLNO as a Foreign Key):-

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size</u>
SLNO	Number	Long Integer
PRODUCT	Text	20
QUANTITY	Number	Single
VENDOR	Text	15

SL NO	PRODUCT	QUANTITY	VENDOR
1	CD PLAYER	150	SONY
2	DVD PLAYER	80	LG
3	IPOD	55	PANASONIC

3. Establish Relationship between SWASTICK1 and SWASTICK2 on basis of Primary Key and its corresponding Foreign Key respectively.

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4. Add the data of PRODUCT, QUANTITY AND VENDOR fields from SWASTICK2 to SWASTICK1 using Append Query.
5. Now, add data of SLNO and PRODUCT filed only from SWASTICK1 and SWASTICK2, whose RATE is greater than 15000 using Append Query.

Lesson -05

1. Create the following Table in your First Name:-

<u>Field Name</u>	<u>Data Type</u>	<u>Field Size/ Format</u>
NAME	Text	15
DEPT	Text	10
JDT	Date/time	Short Date
SALARY	Number	Single

NAME	DEPT	JDT	SALARY
SOHAM	ACCTS	01/24/2008	6000
RITUPARNA	MKTG	02/20/2009	6500
AVIJIT	PERS	11/18/2008	7000
SONAM	ACCTS	09/17/2008	5500
SUKANYA	PERS	07/21/2009	6000
SUBHADRA	MKTG	08/17/2008	7000

2. Create a Formatted Report with the help of following Specification:-
 - a) Report Heading:- EMPLOYEE DETAILS.
 - i) Column Heading: - DEPARTMENT for DEPT.
 - ii) JOINING DATE for JDT.
 - iii) EMLOYEE NAME for NAME.
 - b). At the bottom of the Report Page No. and Date will be displayed according to your desired format.
 - c). Arrange the Report file in ascending order of the NAME.
3. Create a FORM for the above Table.
4. Now modify the above FORM and the following Action Buttons in the Form:
 - a. Add Record Button.
 - b. Save Button.
 - c. Find Record Button.
 - d. Delete Record Button.
 - e. Next Record Button
 - f. Previous Record Button.
 - g. Open Form Button.
 - h. Print Current Form Button.
 - i. Quit Application Button.
 - j. Print Table Button.

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EXERCISE

Q I. Create the following Database:

Create a database for holding the information about the Students in a school. The name of the database will be '**STUDENTS**'.

The fields and the data types of the fields, in the 'Student' table will be as follows:

Student ID	Number
Student Name	Text
Address	Text
City	Text
Phone Number	Number
Class	Number
Section	Text
Subject	Text

Enter the following records into the table :

1.	Ashok Das	71, Raghubir Nagar	Delhi	701112	12	B	Computers
2.	Hari Nagarajan	20, Balaram Road	New Delhi	2109987	12	A	Mathematics
3.	Rakesh Kumar	452, Shanker Road	New Delhi	3230098	12	A	Computers
4.	Ranjit	17, Rakesh Nagar	Delhi	4536783	12	B	Mathematics
5.	Ashish	78, Indira Nagar	New Delhi	2132456	12	A	Computers
6.	Kiran	45, Gandhi Nagar	New Delhi	3245322	12	B	Computers

The above Table should be in ascending order of the Section.

Generate the following two Queries displaying only the Name and Subject :

1. List of students whose subject is **Computers**. The query should be sorted in the ascending order of the Name.
2. List of students where the city is **New Delhi**. The query should be in the descending order of the ID.

Now sort the Table in the ascending order of the ID.

Insert the following records in the 3rd and 5th place.

1.	Rishi	22/12, Raajinder Nagar	Delhi	5467342	12	A	Mathematics
2.	Saurabh	45-A, SDA	New Delhi	648976	12	B	Computers

Delete the 2nd record from the Table.

Create a Form for the above Table. Generate a Report for the above two queries using the Report Design View.

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Q II. Create Forms for the following Tables. Save the Database with the name 'PRODUCTS'.

The fields of the **'Product'** Table are :

Product ID
Product Name
Units of Measurement
Units in Stock
Supplier ID

The fields of the **'Supplier'** Table are :

Supplier ID
Supplier Name

Enter the following records through the Form for the Product Table:

P01	Shirts AX	Pieces	100	S10
P02	Trousers CX	Pairs	350	S39
P03	Shoes	Pairs	500	S45
P04	Socks	Pairs	210	S45
P05	Pullover	Pieces	320	S10
P06	Blazers	Pieces	760	S10
P07	Jeans	Pairs	300	S39

Enter the following records in the Supplier Table using the Form:

S10	BK ROY & CO.
S45	BHAGWAN DASS AND SONS
S39	VIJAY SONS

Create the relationship between the two tables. (One – To - Many)

Now create a query which displays the Product ID, Product Name, Units in Stock and Supplier ID from the 'Product' Table and the Supplier Name from the 'Supplier' Table. It should be sorted in the ascending order of the Supplier Name.

Now generate a Report of this query using the Report Wizard.

Create a Macro in the same database by the name Macro1.

The macro should show a Message box first. The text what the message box should display is "The Macro is Running". Secondly, open the Product Table. Then it should Maximize the current window. After this, the last step be that the cursor should go to the first record.