**INFORMATION TECHNOLOGY**

**DATABASE QUERIES**

**Use the database tables below to write the following queries**



**When filtering (querying) data from database, you need to**

1. identify the table to be manipulated
2. select the required fields
3. specify the condition or logical test

**SELECT QUERY**

1. Create a SELECT query to list all the staffNo, firstname and sex of all staff whose salary is below 18,000. **Place answer in the query design view table below**



1. How many records will be generated when the query is run? Identify these records? How many conditions are required? How many tables need to be manipulated?
2. Create a SELECT query to list all the staffNo, firstname, lastname and position of all female staff whose salary is above 12,000.



1. How many records will be generated when the query is run? Identify these records? How many conditions are required? How many tables need to be manipulated?
2. list the staff name, salary and position of all staff who were born after 1950.



1. list the staffno, salary and position of all the staff who works in London



**CALCULATED FIELD QUERY**:

This query enables to create and populate a new field that was not originally in your database.

**Task:** Each staff member is expected to return 1% of their Salary to National Housing Trust and 2% towards Education Tax.

**Create a calculated field query to:**

1. show the actual amount of money paid by each staff towards NHT and Ed\_Tax. Show the staffNo, firstname, lastname and salary of each staff.



**TOTALS QUERY** 

**Total Query**

Create a query to determine the highest and total salary paid.



**LET’S PRACTICE**

1. Download the EMPLOYEE database from class website.
2. The teacher will demonstrate how to create the queries above using the Employee Database and you expected to follow and perform some on your own.

**DATABASE REPORT**

Create a report to show the **Firstname, LastName, DOB, Sex, Position, Salary, BranchNo,** and the **City** where each employee works. The information must be grouped by gender and the report must show a summary of the average salary and total salary by gender. Name the Report **‘Employee Report 2018’**

**HOW TO CREATE QUERIES**

1. Select CREATE
2. Click QUERY DESIGN
3. Add the tables you need to manipulate
4. Double the fields you need to show
5. Insert criteria



1. Click RUN
2. Save query using appropriate title

**HOW TO FORMAT CURRENCY VALUES IN A FIELD**

1. Activate design view of the query
2. Click on the value field you wish to format
3. Click Property sheet



1. Apply currency format and specify 2 decimal places

**HOW TO CREATE A DATABASE REPORT**

1. Select CREATE
2. Click Report Wizard
3. Read and follow instructions carefully
4. You may need to modify the report in design view if NOT all of the information is visible.