

## Microsoft Office – Access 2000, 2003 and 2007

You operate a business called:

Mega Music Instruments  
25 High Street  
Columbus, Ohio 43201  
614-888-MEGA  
Renting@megamusic.com

### 1. Create the following tables: (use proper field lengths, input mask, etc.)

TblEmployeeInformation

<b>Employee No</b>	01-25658-1	03-25689-1	05-12578-1
<b>SSN</b>	125-15-4568	124-78-5687	981-56-1025
<b>Title</b>	Mr	Miss	Ms
<b>Last Name</b>	Smith	Tyler	Rafee
<b>First Name</b>	Frank	Stacy	Amad
<b>Mi</b>	M	E	K
<b>Address</b>	12356 Main St	234 Hamilton Rd	1758 High Street
<b>Apt No</b>	2B		2
<b>City</b>	Columbus	Gahanna	Columbus
<b>State</b>	Ohio	Ohio	Ohio
<b>Zip</b>	43201	43230	43205
<b>Home Phone</b>	614-458-9865	614-472-5864	740-578-8956
<b>Cell Phone</b>	740-258-6854		614-254-5689
<b>Email</b>	Smitty101@aol.com	Stac345@hotmail.com	RKAmad@msn.com

TblSalaryInformation

<b>Employee No</b>	01-25658-1	03-25689-1	05-12578-1
<b>Position</b>	Manager	Technician	Sales
<b>Date Started</b>	10/15/2000	1/02/1998	1/15/2002
<b>Salary</b>	\$45125	\$36785	\$34158
<b>Vacation Hours</b>	38	25.5	10.25
<b>Deductions</b>	4	2	1
<b>Last Review Date</b>	1/15/2003	1/16/2003	1/17/2003
<b>Performance Rating</b>	37	38	32
<b>Health Plan</b>	Yes	Yes	Yes
<b>Dental Plan</b>	Yes	No	Yes
<b>Life Insurance</b>	\$50000	\$0	\$0
<b>Sick Days Used</b>	3	1	2

## TblPayInfo

<b>Employee No</b>	01-25658-1	03-25689-1	05-12578-1
<b>Pay Period Ending</b>	5/2/2003	5/2/2003	5/2/2003
<b>Hours worked</b>	80	80	80
<b>Base Pay</b>	\$1735.58	\$1414.81	\$1313.77
<b>Federal Tax</b>	\$260.33	\$142.85	\$132.65
<b>State Tax</b>	\$104.13	\$81.25	\$77.56
<b>Local Tax</b>	\$43.39	\$31.65	\$32.02
<b>Health / Dental</b>	\$25.00	\$15.00	\$25.00
<b>Social Security</b>	\$150.25	\$82.56	\$79.56
<b>Gross Pay</b>	\$1152.48	\$1061.50	\$966.98

### 2. Create advanced forms for each of the tables:

**FrmEmployeeInformation** – a multiform with address information on the **address** tab and the telecommunication information on the **telecom** tab

**FrmSalaryInformation** – a form with two option groups for yes / no answers on the Health Plan and Dental Plan.

**FrmPayInfo** - a regular form with the company logo

### 3. Create a relationship to allow combining of the three tables using the employee number

### 4. Create the following queries:

**qryEmployeeInformation** - The query should report employees in alphabetical order using all their Employee and Salary Information.

**qryPayInfo** - The query should report pay check information, including their mailing address.

**qryEmployeeSearch**- This query should be a parameter query by employee name and contain all the fields of every table.

### 5. Create a report for each query with the company information in the header.

RptEmployeeInformation and RptEmployeeSearch are regular reports. On the RptPayInfo, concatenate the mailing address of the employee.