

## Question 2

Utawala Company is an organization that has employed several workers. In order for it to monitor the performance of its workers and the different duties assigned to its workers, the company needs a database to organize the information required.

- (a) Create a database file and name it **EMPLOYEES**. (2mks)
- (b) (i) Using the table below create the appropriate fields and split the data into two tables  
**‘EMPLOYEE DETAILS’ and ‘PERSONAL DETAILS’**. (14mks)

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EMPLOYEE NO.	NAME	DEPARTMENT	MARITAL STATUS	SALARY	AGE
2213	JOHN CLAY	DRIVER	MARRIED	8,000.00	35
2214	ROSE JOHNS	CLERK	MARRIED	10,000.00	40
2215	PETER ROGERS	DOCTOR	MARRIED	50,000.00	45
2216	JED OTIENO	ACCOUNTANT	SINGLE	20,000.00	25
2217	VINCENT JED	DRIVER	SINGLE	8,000.00	20
2218	ALLAN LIMO	GROUNDSMAN	SINGLE	4,000.00	22
2219	PETER OLOO	ASS. MANAGER	MARRIED	80,000.00	35
2220	HUSSEIN KIMANI	CASHIER	SINGLE	15,000.00	26
2221	ROBERT KIBANI	WATCHMAN	SINGLE	5,000.00	28
2222	JANE LESSOS	SECRETARY	MARRIED	6,000.00	31
2223	LUCY OJWANG	CLERK	MARRIED	8,000.00	30

- (ii) Create screens for each table for inputting the data in the table above (6mks)
- (iii) For each of the tables, choose the most appropriate key. (3mks)
- (iv) Create a relationship between the two tables. (4mks)
- (c) Create a query from the two tables 'employee details' and 'personal details' to display the fields Name, Department and Salary for those employees who earn more than 10,000.00. Save as **EMPQUERY**. (6mks)
- (d) (i) Generate a tabular report with landscape orientation from the tables to display the fields in the following order. (6mks)
- EMPLOYEE NO.    NAME                    SALARY        DEPARTMENT    AGE**
- (ii) Sort records in the report in alphabetical order of the name field. (2mks)
- (iii) Compute the total of salary for all the employees and place it below the salary column. Save as **EMPREPORT**. (5mks)
- (e) Print **EMPLOYEE DETAILS TABLE, PERSONAL DETAILS TABLE, EMPQUERY** and **EMPREPORT**. (2mks)