2.   The following data shows records of students at NYANDO COMMERCIAL COLLEGE.

NAME	SEX	DOA	COURSE	COURSE FEE	PAID
Benny	F	10/1/98	Lotus	2500	2000
Susan	F	1/2/98	DOS	1500	1500
Paul	M	9/2/98	Lotus	2500	2500
Esther	F	9/2/98	Access	2000	1000
John	M	10/1/98	Excel	2000	1500
Eunice	F	1/2/98	Word	2000	500
Ann	M	1/2/98	Lotus	2500	1700

(a) (i) Create a database to contain the data and save it as A:\COLLEGE   (2 mks)

(ii) Design a suitable table that would contain the above data and name it STUDENT 1. The date should be medium Date and the currency

   Ksh. With 2 decimal places.   (6 mks)

(b) Create a form STUDENT ENTRY FORM and use it to enter the data given above.   (8mks)

(c) (i) Insert ADM NO before NAME and set it to be the primary key.   (3mks)

(ii) Enter the ADM NO as follows;

   Benny 5001, Susan 5003, Eunice 5004, Ann 5005, John 5002, Paul 5006 and Esther 5007.

                                                                                (4mks)

(iii) Ann is female and paid only 700. Correct the error and save as STUDENT 2.   (3mks)

d) (i) Delete John's record from the database.   (1mk)

 (ii) Insert a calculated field BALANCE to contain fee balances and save the query as STUDENT 3.

                                                                                (3mks)

 e) (i) Create a query to display records of students who have not cleared fees. Save the query as FEE BALANCE.   (3mks)

(ii) Design a query JANFEM to display records of a female students admitted in January.(4mks)

f) Produce a report based on JANFEM displaying only the Name, course and Fee balance. Save report as JANFEM REPORT.   (4mks)

g) Create a report based on STUDENT 3 displaying the total fee balance with a header NYANDO COMMERCIAL COLLEGE. Save as STUDENTS REPORT.   (5mks)

H) Print STUDENT 1, STUDENT 2, JANFEM REPORT and STUDENT REPORT.   (4mks)