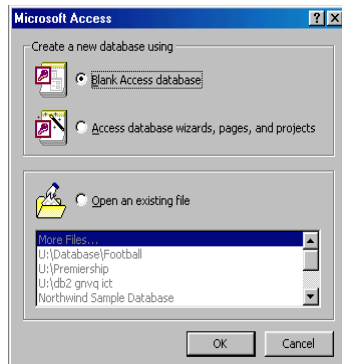
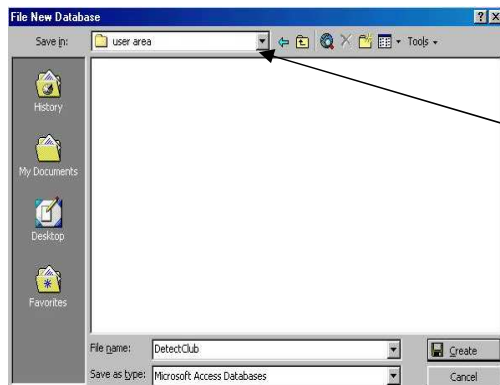


Database Report

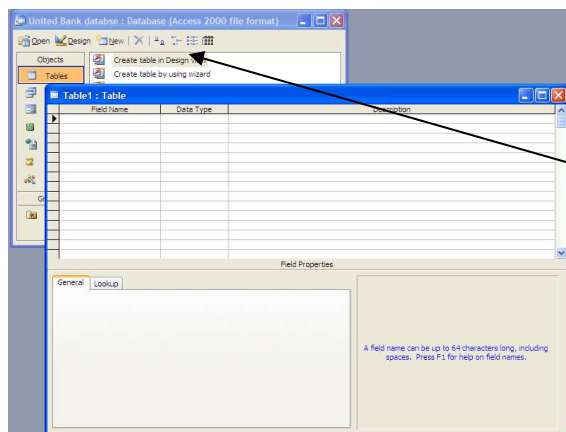
In this report I will show how I created my own database so you can also create your own database following these simple steps that I will guide you through.



Firstly I opened Microsoft Access by clicking on the Access icon and this screen appeared and then I clicked on Blank Access database.

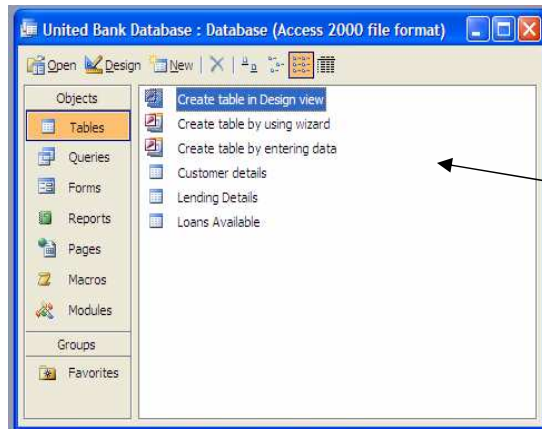


Then another box will appear and will ask where you want to save the document, I chose to save my document to my GNVQ folder by clicking on the arrow.



Next I clicked on the "Create table in Design view" icon and this let me create the tables with my preferred field names.

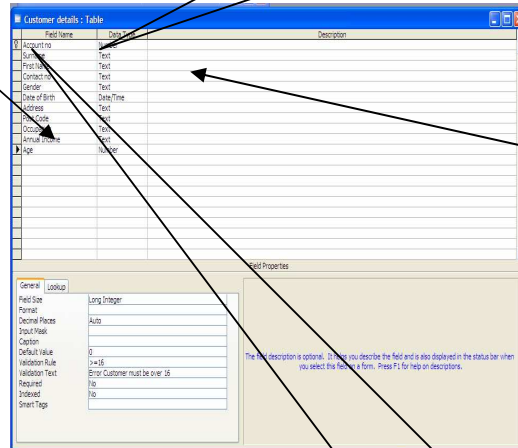
Database Report



I created three tables for my database by using the “Create table in Design view” icon.

I chose these as my field names because they are important to identify customers and help to locate where the customer lives.

Customer details : Table	
Field Name	Data Type
Account no	Number
Surname	Text
First Name	Text
Contact no	Text
Gender	Text



I selected the Data type by knowing what would be entered in the field so from this I judged the data type.

The account number is the primary key in the “Customer Details” table this is a unique number that every customer has, it can be used to separate one customer from another.

Field Name
Account no

Database Report

I produced a drop down list for "Gender" so it is easier to choose the preferred choice.

I have used Input in my tables masks so the staff prevent entering incorrect data. e.g. the date etc

I have used a Data Validation in my tables so the staff doesn't make an error by entering a age under 16 (this makes sure that every age entered in the field is greater than 16).

Database Report

Field Name	Data Type	Description
Account no	Number	
Surname	Text	
First Name	Text	
Contact no	Text	
Gender	Text	
Date of Birth	Date/Time	
Address	Text	
Post Code	Text	
Occupation	Text	
Annual Income	Text	
Age	Number	

Field Properties	
General	Lookup
Field Size	
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	No
Indexed	Yes (Duplicates OK)
Unicode Compression	Yes

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

I knew what to type in field size for each category because from general knowledge you know these things such as how much numbers in a phone number.

If loan is available

Yes
No

Field Size 15

I have also created another drop down list for a choice of Yes/No, I have done this so it is easier to enter the information needed.

How to set a Drop down list:

Field Name	Data Type
Account no	Number
Surname	Text
First Name	Text
Contact no	Text
Gender	Text
Date of Birth	Text
Address	Memo
Post Code	Number
Occupation	Date/Time
Annual Income	Currency
Age	AutoNumber
	Yes/No
	OLE Object
	Hyperlink
	Lookup Wizard...

First I went to "data type" and clicked on "lookup wizard".

Lookup Wizard

This wizard creates a lookup column, which displays a list of values you can choose from. How do you want your lookup column to get its values?

☐ I want the lookup column to look up values in a table or query.

☒ I will type in the values that I want.

Cancel < Back Next > Finish

Next a box appeared and gave choices and I choose my preferred choice and clicked on next.

Database Report

Lookup Wizard

What values do you want to see in your lookup column? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns: 1

Colt
Male
Female
*

Cancel < Back Next > Finish

Then another box appeared and asked me to fill the field with my desired names, I did this and clicked finish and my drop down list was created.

How to set the primary key:

Field Name	Data Type
Account no	Number
Surname	Text
First Name	Text
Contact no	Text
Gender	Text
Date of Birth	Date/Time
Address	Text
Post Code	Text
Occupation	Text
Annual Income	Text
Age	Number

To activate the “primary key” I went to the field name I wanted to have as the “primary key” and then clicked on the gold key icon and this set the “primary key”, there are many more ways to set the “primary key” but I think this is the easiest method.

How to set the Input Masks:

Input Mask Wizard

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.

To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:
Long Time	13:12:00
Short Date	27/09/1939
Short Time	13:12
Medium Time	01:12 PM
Medium Date	27-Sep-69

Try It: []

Edit List Cancel < Back Next > Finish

General Lookup

Format: []

Input Mask: Short Date

Validation Rule: []

Validation Text: []

Required: Yes

Indexed: No

IME Mode: No Control

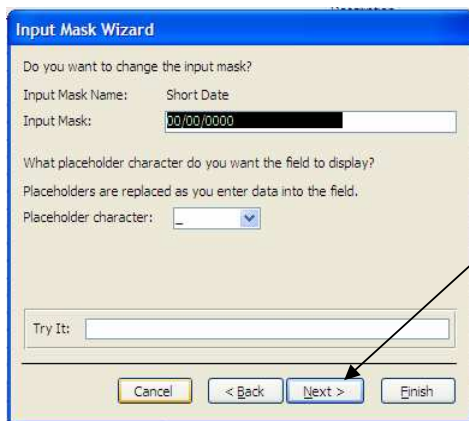
IME Sentence Mode: None

Smart Tags: []

A pattern for all data to be entered in this field

To set the “Input Masks”, first I clicked on the field I wanted to have it on and then clicked on the box which was opposite Input Masks (this is found at the bottom which states the field details). Next a box appeared and it asked to click on the detail that went with the field I clicked on “short date”.

Database Report



The 'Input Mask Wizard' dialog box is shown. It has a title bar 'Input Mask Wizard'. The main text asks 'Do you want to change the input mask?'. Below this, 'Input Mask Name' is 'Short Date' and 'Input Mask' is '00/00/0000'. A section titled 'What placeholder character do you want the field to display?' explains that placeholders are replaced as data is entered. A 'Placeholder character' dropdown shows a hyphen. A 'Try It:' text box is at the bottom. Navigation buttons are 'Cancel', '< Back', 'Next >', and 'Finish'. An arrow points from the 'Next >' button to a text box on the right.

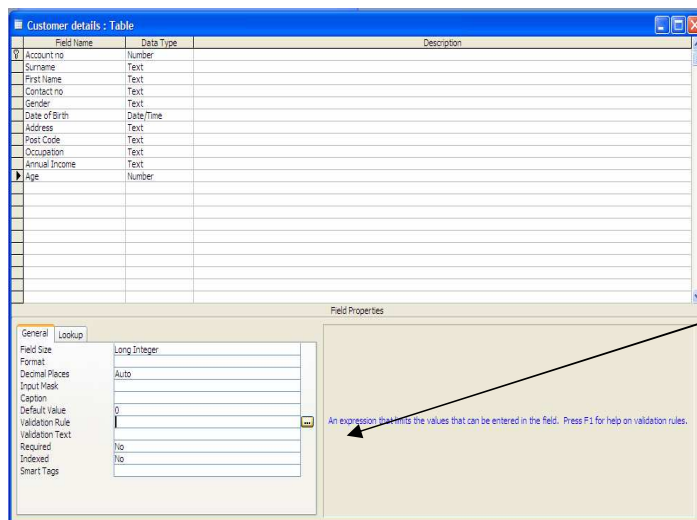
Then I clicked on “next” and another box appeared this gave an option of changing the detail and finally when I had tested the date I by the option at the bottom.



The 'Input Mask Wizard' dialog box is shown at the 'Finish' step. It features a checkered flag icon and the text 'That's all the information the wizard needs to create your input mask.' Navigation buttons are 'Cancel', '< Back', 'Next >', and 'Finish'. An arrow points from the 'Finish' button to a text box on the right.

Finally I clicked on finish and this activated the “Input Masks”.

How to set the Data Validation:

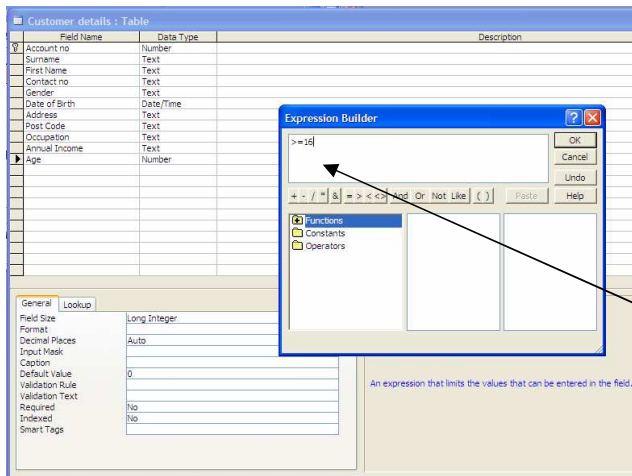


The 'Customer details : Table' window is shown with a list of fields. The 'Field Properties' dialog box is open for the 'Age' field. The 'General' tab is selected, showing 'Field Size' as 'Long Integer', 'Format' as 'Auto', 'Decimal Places' as 'Auto', 'Input Mask' as empty, 'Caption' as empty, 'Default Value' as '0', 'Validation Rule' as empty, 'Validation Text' as empty, 'Required' as 'No', 'Indexed' as 'No', and 'Smart Tags' as 'No'. A text box on the right explains that an expression in the 'Validation Rule' box limits the values that can be entered. An arrow points from this text box to the 'Validation Rule' field in the dialog.

Field Name	Data Type	Description
Account no	Number	
Surname	Text	
First Name	Text	
Contact no	Text	
Gender	Text	
Date of Birth	Date/Time	
Address	Text	
Post Code	Text	
Occupation	Text	
Annual Income	Text	
Age	Number	

To set the “Data Validation”, first clicked on the field I wanted to have it on and then clicked on the box which was opposite “Data Validation rule”.

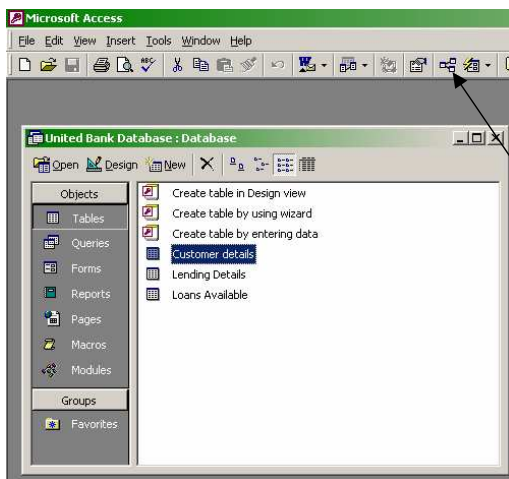
Database Report



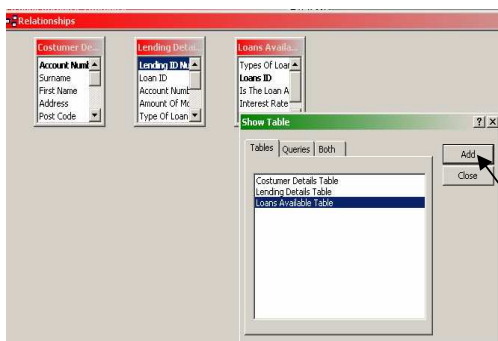
Finally I entered the equation in the box provided which will stop the errors I wanted not to occur and then to finish I clicked on ok.

Relationship:

I have completed my tables now I need to make a relationship between them, we use relationships to link tables. This is done so that the details in the table can easily link up.

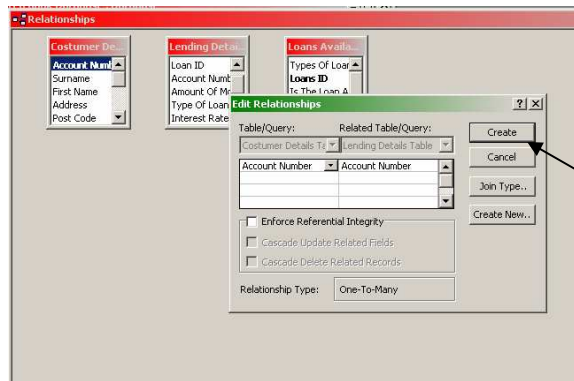


I took the shortcut way to the relationship, there is a relationship logo on the toolbar I clicked on it.



Next a box appeared and asked me to click on the tables I wanted to link. I clicked on all the tables and clicked on add.

Database Report



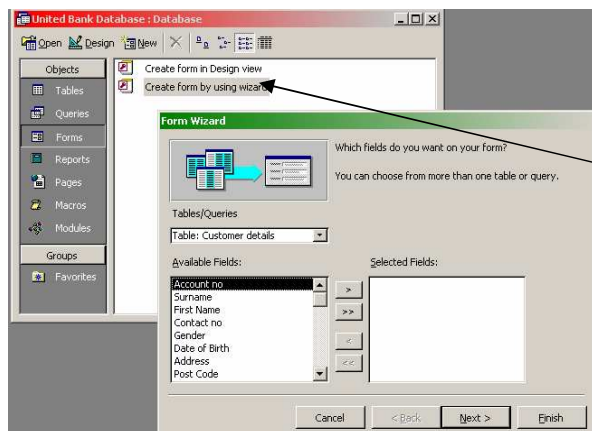
Then I dragged the “Account no” from the “Customer details” to the “Account no” in the “Lending details” table and a box appeared and I clicked create o it. I then also linked the “Lending details” table with the “Loans available” by the “Loans available Id”.

The purpose of a Relationships

The purpose of a relationship is to link tables together by a specific filed that consists in both tables.

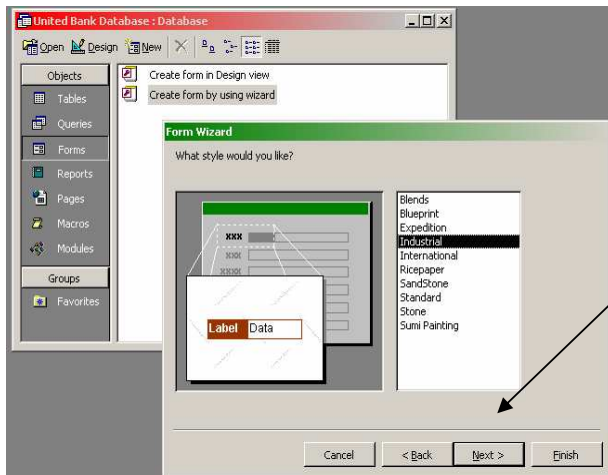
I linked the “Costumers Details” table with the “Lending Details” by the “Account no”. This is called a one too many relationships because there could be only one “Account no” in the “Costumers Details” table per costumer but in the “Lending Details” table the same person can take as many loans as they like. I linked the other two tables by the “Loan ID” this was also a one to many relationship because each loan in the “Loans Available” table can have only contain one “Loan ID” while the “Lending Details” table can have several; this is because many people may open the same type of loan which contains its ID number.

Forms:

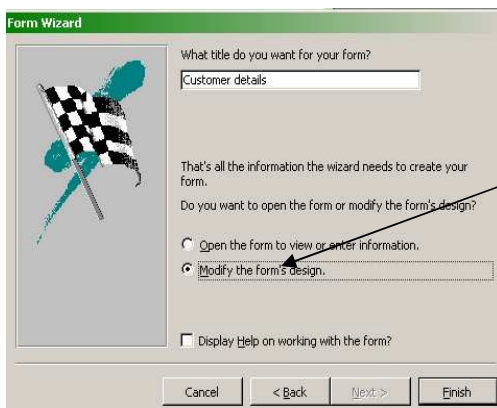


To create the “Forms” I first clicked on the heading called “Forms” which is found on the side and next it gave the ways I can produce my form I clicked on “Create form from by using wizard”. A box appeared and asked me to add the field I needed I chose the field I required and clicked next.

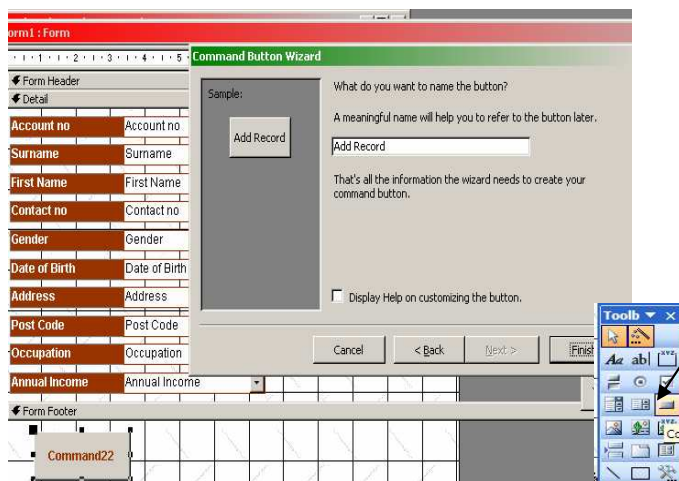
Database Report



Next another box appeared and gave varieties of styles of "Forms", I chose my preferred style and clicked next.



The final boxed appeared and gave an option of "Open the form to view or else enter information" or "Modify the form's design"; I chose "Modify the form's design" because I wanted to add command buttons on my form.



The design view appeared and I clicked on the command button, which is found on the toolbar this let me create a command of my desire.

Database Report

Customer details

Account no: 2, Age: 31, Surname: Hussain, First Name: Foizal, Contact no: (01274) 406789, Gender: Male, Date of Birth: 11/12/1975, Address: 107 Barlo Street, Post Code: BD3 9PF, Occupation: No, Annual Income: £15000-20000

Find Record, Add Record, Delete Record, Save Record, Navigation arrows

Record: 1 of 2

After I had created the "Command buttons" I opened the form and entered the information of the customers and was ready to use the "Command buttons".

Queries and Reports:

Simple Queries:

Finding the customer with the "Account number" I

I inserted the information that I needed to find in the "query".

Account no (1) : Select Query

Customer details, Lending Details, Loans Available

Field: Account no, Surname, First Name, Contact no, Gender, Date of Birth, Address, Post Code

Table: Customer details, Customer details, Customer details, Customer details, Customer details, Customer details, Customer details, Customer details

Criteria: 1

The information that I entered has came up with this result which I was searching for.

Account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income
1	Khan	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane	BD2 5TH	Yes	Under £10000

Database Report

Account no (1)

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan	1	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane
Post Code	Occupation	Annual Income	Age			
BD2 5TH	Yes	Under £10000				

I then produced a report of my information so it is easier to understand and also you print it. I chose to find the customer with the account number 1 because this person is a lucky winner who has won their self £10,000 to spend.

Finding the customers with an Occupation:

Occupation(Yes) : Select Query

Customer ... Lending D... Loans Avail...

Address Post Code Occupation Annual Income

Lending Id Account no Loans Id

Loans Id Interest Rate If loan is avail

Field: First Name Contact no Gender Date of Birth Address Post Code Occupation Annual Inc

Table: Customer details Customer details Customer details Customer details Customer details Customer details Customer details Customer d

Sort:

Show: ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

Criteria: "Yes"

Account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Ann
12	Ahmed	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens	BD2 22M	Yes	£1500
17	Khan	Haseeb	(01274) 407432	Male	12/03/1988	78 Gladstone Street	BD3 7TY	Yes	£3000
17	Khan	Haseeb	(01274) 407432	Male	12/03/1988	78 Gladstone Street	BD3 7TY	Yes	£3000
18	Bibi	Noreen	(01274) 409765	Female	12/03/1987	69 Sanfrod Street	BD3 9FH	Yes	£3000
19	Raza	Hassan	(01274) 665432	Male	07/01/1990	27 Sanfrod Road	BD3 9FH	Yes	£1500
20	Naveed	Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Road	BD3 9PE	Yes	Under
1	Khan	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane	BD2 5TH	Yes	Under
3	Bibi	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street	BD3 7FG	Yes	Under
3	Bibi	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street	BD3 7FG	Yes	Under
4	Khalid	Amir	(01274) 666321	Male	01/07/1981	123 Barnby road	BD2 4RE	Yes	£1500
5	Mohammad	Billal	(01274) 405682	Male	13/12/1985	32 Sandford Road	BD3 4TG	Yes	Under
6	Iqbal	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall Road	BD3 8US	Yes	£3000
10	Patel	Wasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Road	BD3 9PE	Yes	£3000

Database Report

Occupation(Yes)

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Ahmed	12	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens
Post Code	Occupation	Annual Income	Age			
BD2 2ZM	Yes	£15000-20000				
3						
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Bibi	3	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street
Post Code	Occupation	Annual Income	Age			
BD3 7FG	Yes	Under £10000				
2						
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Bibi	3	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street
Post Code	Occupation	Annual Income	Age			
BD3 7FG	Yes	Under £10000				
2						
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Bibi	18	Noreen	(01274) 409765	Female	12/03/1987	69 Sanfrod Street
Post Code	Occupation	Annual Income	Age			
BD3 9FH	Yes	£30000+				
1						
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Iqbal	6	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall Road
Post Code	Occupation	Annual Income	Age			
BD3 8US	Yes	£30000+				
2						
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khalid	4	Amir	(01274) 666321	Male	01/07/1981	123 Barnbyroad
Post Code	Occupation	Annual Income	Age			
BD2 4RE	Yes	£15000-20000				
2						

I chose to find the customers with an Occupation because if a person wants a loan, firstly we want their name to be on the list so we know they are working and we can be satisfied that eventually they will repay the loan with interest.

Finding the customers which are male:

Gender (Male) : Select Query

Customer ... 1 Lending D... 2 Loans Avail... 3

Field: Account no Surname First Name Contact no Gender Date of Birth Address Post Code

Table: Customer details Customer details Customer details Customer details Customer details Customer details Customer details Customer details

Sort: Show: Criteria: or:

Male

First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income	Age
Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens	BD2 2ZM	Yes	£15000-20000	31
Haseeb	(01274) 407432	Male	12/03/1988	78 Gladstone S	BD3 7TY	Yes	£30000+	18
Haseeb	(01274) 407432	Male	12/03/1988	78 Gladstone S	BD3 7TY	Yes	£30000+	18
Hassan	(01274) 665432	Male	07/01/1990	27 Sanfrod Road	BD3 9FH	Yes	£15000-20000	16
Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Road	BD3 9PE	Yes	Under £10000	17
Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane	BD2 5TH	Yes	Under £10000	30
Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street	BD3 9PF	No	£15000-20000	31
Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street	BD3 9PF	No	£15000-20000	31
Amir	(01274) 666321	Male	01/07/1981	123 Barmby road	BD2 4RE	Yes	£15000-20000	21
Billal	(01274) 405682	Male	13/12/1985	32 Sandford Road	BD3 4TG	Yes	Under £10000	21
Ali	(01274) 408295	Male	13/11/1986	112 Killinghall Road	BD3 8US	Yes	£30000+	22
Vasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Road	BD3 9PE	Yes	£30000+	24

Database Report

Gender (Male)

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Ahmed		12	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens
Post Code	Occupation	Annual Income		Age			
BD2 2ZM	Yes	£15000-20000		3			

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Hussain		2	Foizal	(01274) 406789	Male	11/12/1975	107 Barle Street
Post Code	Occupation	Annual Income		Age			
BD3 9PF	No	£15000-20000		3			

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Hussain		2	Foizal	(01274) 406789	Male	11/12/1975	107 Barle Street
Post Code	Occupation	Annual Income		Age			
BD3 9PF	No	£15000-20000		3			

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Iqbal		6	Ali	408295	Male	13/11/1986	112 Killinghall Road
Post Code	Occupation	Annual Income		Age			
BD3 8US	Yes	£30000+		2			

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Khalid		4	Amir	(01274) 666321	Male	01/07/1981	123 Barnbyroad
Post Code	Occupation	Annual Income		Age			
BD2 4RE	Yes	£15000-20000		2			

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan		1	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane
Post Code	Occupation	Annual Income		Age			
BD2 5TH	Yes	Under £10000		2			

I chose to find the customers who are male because there is a loan only offered to males so to inform them about the loan we have to send them all letters.

Finding the customer with a surname called (Khan):

Surname (Khan) : Select Query

Customer ...

Address
Post Code
Occupation
Annual Income

Lending D...

Lending Id
Account no
Loans Id

Loans Avail...

Loans Id
Interest Rate
If loan is avail

Field:	account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code
Table:	Customer details	Customer details	Customer details	Customer details	Customer details	Customer details	Customer details	Customer details
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"Khan"						
or:								

[illegible]

Database Report

Surname (Khan)

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan		Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane
Post Code	Occupation	Annual Income	Age			
BD2 5TH	Yes	Under £10000		30		

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan		Haseeb	(01274) 407432	Male	12/03/1988	21 Sanford road
Post Code	Occupation	Annual Income	Age			
BD3 9pY	Yes	£15000-20000		18		

I chose to find the customers with a surname called "Khan" because one of them hasn't yet paid their monthly payment therefore they need to be informed.

Finding the customer with the "Loans Id" 1:

Loans Id (1) : Select Query

Field:	Loans Id	Interest Rate	If loan is available	Types of loans	Monthly payment	Borrowing Amount		
Table:	Loans Available	Loans Available	Loans Available	Loans Available	Loans Available	Loans Available		
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:	1							
or:								

Loans Id (1) : Select Query

	Loans Id	Interest Rate	If loan is available	Types of loans	Monthly payme	Borrowing Amount
▶	1	7.9%	Yes	House Mortgage	£225.00	£50,000.00
*						

Database Report

Loans Id (1)

Borrowing Amount	Loans Id	Interest Rate	If loan is available	Types of loans	Monthly payment
£50,000.00	1	7.9%	Yes	House Mortgage	£225.00

I chose to find the customer with a “Loans Id” of 1 because the customer wants to know what interest rate he/she is getting charged.

Finding the customer with the “Lending Id” 5:

Lending Id (5) : Select Query

Customer ... Lending D... Loans Aval...

Account no Loans Id Loans Id
Surname Interest Rate
First Name Amount of Lo

Field: Lending Id Account no Loans Id Interest Rate Amount of Loan tak Monthly payment
Table: Lending Details Lending Details Lending Details Lending Details Lending Details Lending Details
Sort:
Shows: ☒ ☒ ☒ ☒ ☒ ☐
Criteria: 5
or:

Lending Id (5) : Select Query

	Lending Id	Account no	Loans Id	Interest Rate	Amount of Loan taken	Monthly payment
▶	5	5	5	7.2%	£30,000.00	£150.00
*						

Database Report

Lending Id (5)

Account no	<input type="text" value="5"/>			
Amount of Loan taken	Lending Id	Loans Id	Interest Rate	Monthly payment
£30,000.00	5	5	7.2%	£150.00

I chose to find the customer with a "Lending Id" of 5 because he/she has asked to change their address because they live elsewhere now.

Complex Queries:

And Query:

Finding the customer with the "Account number" 3 and who is also female:

I inserted two specific things that related to the search that would find the information that I needed.

The screenshot shows a query builder window titled "Account no and Gender : Select Query". It displays three tables: "Customer details", "Lending D...", and "Loans Avail...". The "Customer details" table is selected, and the "Account no" field is set to 3. The "Lending D..." table is also selected, and the "Lending Id" field is set to 5. The "Loans Avail..." table is selected, and the "Loans Id" field is set to 5. The "Gender" field is set to "Female". The "Criteria" section shows the following conditions: "Account no" is 3, "Lending Id" is 5, and "Loans Id" is 5. The "Fields" section shows the following fields: "Surname", "First Name", "Contact no", "Gender", "Date of Birth", "Address", "Post Code", and "Annual Income".

The information that I entered has came up with the result which I was searching for.

Account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income
3	Bibi	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street	BD3 7FG	Yes	Under £10000

Database Report

Account no and Gender

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Bibi	3	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street
Post Code	Occupation	Annual Income	Age			
BD3 7FG	Yes	Under £10000				

I chose to find the customer with an "Account no" of 3 and gender female because this person wanted to alter their annual income.

Finding the customer with an occupation and also whose age is 21:

Occupation and Age : Select Query

Field:	Address	Post Code	Occupation	Annual Income	Age			
Table:	Customer details	Customer details	Customer details	Customer details	Customer details			
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:			"Yes"		21			
or:								

Occupation and Age : Select Query

	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income	Age
►	Amir	(01274) 666321	Male	01/07/1981	123 Barnby road	BD2 4RE	Yes	£15000-20000	21
	Billal	(01274) 405682	Male	13/12/1985	32 Sandford Road	BD3 4TG	Yes	Under £10000	21
	Rabia	(01274) 402679	Female	19/12/1985	111 Second Avenue	BD3 4HG	Yes	£30000+	21
	Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall Farm	BD3 8US	Yes	£30000+	21

Database Report

Occupation and Age

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Begum	7	Rabia	(01274) 402679	Female	19/12/1985	111 Second Avenue
Post Code	Occupation	Annual Income	Age			
BD3 4HG	Yes	£30000+	21			
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khalid	4	Amir	(01274) 666321	Male	01/07/1981	123 Barmbyroad
Post Code	Occupation	Annual Income	Age			
BD2 4RE	Yes	£15000-20000	21			
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Mahmood	8	Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall Road
Post Code	Occupation	Annual Income	Age			
BD3 8US	Yes	£30000+	21			
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Mohammad	5	Billa	(01274) 405682	Male	13/12/1985	32 Sandford Road
Post Code	Occupation	Annual Income	Age			
BD3 4TG	Yes	Under £10000	21			

I chose to find the customer with an occupation and also an age of 21 because one of those customers loan has been approved therefore need to be informed about this.

Or Query:

Finding the customer with an age of 21 or a postcode beginning with "BD2":

Age 21 or Post code BD2 : Select Query

Customer ... Lending D... Loans Avail...

Address Post Code Occupation Annual Income Lending Id Account no Loans Id Loans Id Interest Rate If loan is avail

Field: Date of Birth Address Post Code Occupation Annual Income Age

Table: Customer details Customer details Customer details Customer details Customer details Customer details

Sort:

Show: ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☐

Criteria: or: Like "BD2" 21

First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income	Age
Amir	(01274) 666321	Male	01/07/1981	123 Barmby road	BD2 4RE	Yes	£15000-20000	21

Database Report

Age 21 or Post code BD2

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khalid		Amir	(01274) 666321	Male	01/07/1981	123 Barmbyroad
Post Code	Occupation	Annual Income	Age			
BD2 4RE	Yes	£15000-20000				

I chose to find the customer with an age of 21 and also a postcode starting with "BD2" because the customer wants to close down his account,

Finding the customer with an occupation or a gender of male:

Gender Male or Occupation yes : Select Query

Customer ...

Address

Post Code

Occupation

Annual Income

Lending D...

Lending Id

Account no

Loans Id

Loans Avail...

Loans Id

Interest Rate

If loan is avail

Field:	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income	Age
Table:	Customer details	Customer details	Customer details	Customer details	Customer details	Customer details	Customer details	Customer d
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"Male"				"yes"		
or:								

Gender Male or Occupation yes : Select Query

Account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income
12	Ahmed	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens	BD2 2ZM	Yes	£15000-20000
17	Khan	Haseeb	(01274) 407432	Male	12/03/1988	21 Sanford road	BD3 9pY	Yes	£15000-20000
18	Bibi	Noreen	(01274) 409765	Female	12/03/1987	69 Sanfrod Street	BD3 9FH	Yes	£30000+
19	Raza	Hassan	(01274) 665432	Male	07/01/1990	27 Sanfrod Road	BD3 9FH	Yes	£15000-20000
20	Naveed	Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Road	BD3 9PE	Yes	Under £10000
1	Khan	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane	BD2 5TH	Yes	Under £10000
2	Hussain	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street	BD3 9PF	No	£15000-20000
2	Hussain	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street	BD3 9PF	No	£15000-20000
3	Bibi	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street	BD3 7FG	Yes	Under £10000
4	Khalid	Amir	(01274) 666321	Male	01/07/1981	123 Barmby road	BD2 4RE	Yes	£15000-20000
5	Mohammad	Billal	(01274) 405682	Male	13/12/1985	32 Sandford Road	BD3 4TG	Yes	Under £10000
6	Iqbal	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall Road	BD3 8US	Yes	£30000+
7	Begum	Rabia	(01274) 402679	Female	19/12/1985	111 Second Avenue	BD3 4HG	Yes	£30000+
8	Mahmood	Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall Road	BD3 8US	Yes	£30000+
10	Patel	Wasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Road	BD3 9PE	Yes	£30000+

Record: 16 of 16

Database Report

Gender Male or Occupation yes

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Ahmed	12	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens
Post Code	Occupation	Annual Income	Age			
BD3 2ZM	Yes	£15000-20000				31
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Begum	7	Rabia	(01274) 402679	Female	19/12/1985	111 Second Avenue
Post Code	Occupation	Annual Income	Age			
BD3 4HG	Yes	£30000+				21
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Bibi	3	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street
Post Code	Occupation	Annual Income	Age			
BD3 7FG	Yes	Under £10000				26
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Bibi	18	Noreen	(01274) 409765	Female	12/03/1987	69 Sanford Street
Post Code	Occupation	Annual Income	Age			
BD3 9FH	Yes	£30000+				19
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Hussain	2	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street
Post Code	Occupation	Annual Income	Age			
BD3 9PF	No	£15000-20000				31
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Hussain	2	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street
Post Code	Occupation	Annual Income	Age			
BD3 9PF	No	£15000-20000				31
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Iqbal	6	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall Road
Post Code	Occupation	Annual Income	Age			
BD3 8US	Yes	£30000+				22
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khalid	4	Amir	(01274) 666321	Male	01/07/1981	123 Barnbyroad
Post Code	Occupation	Annual Income	Age			
BD2 4RE	Yes	£15000-20000				21
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan	1	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane
Post Code	Occupation	Annual Income	Age			
BD2 5TH	Yes	Under £10000				30
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan	17	Faseeb	(01274) 407432	Male	12/03/1988	21 Sanford road
Post Code	Occupation	Annual Income	Age			
BD3 9pT	Yes	£15000-20000				18
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Mahmood	8	Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall Road
Post Code	Occupation	Annual Income	Age			
BD3 8US	Yes	£30000+				21
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Mohammad	5	Billa	(01274) 405682	Male	13/12/1985	32 Sandford Road
Post Code	Occupation	Annual Income	Age			
BD3 4TG	Yes	Under £10000				21
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Naveed	20	Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Road
Post Code	Occupation	Annual Income	Age			
BD3 9PE	Yes	Under £10000				17
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Patel	10	Wasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Road
Post Code	Occupation	Annual Income	Age			
BD3 9PE	Yes	£30000+				24
Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Raza	19	Hassan	(01274) 665432	Male	07/01/1990	27 Sanford Road
Post Code	Occupation	Annual Income	Age			
BD3 9FH	Yes	£15000-20000				16

I chose to find the customers with an occupation or who are male because there is a new loan offered to males and that's if they have an occupation.

Database Report

Not Query:

Finding the customers who are not female:

No female : Select Query

Customer ... 1 Lending D... 1 Loans Avail...

Field: Account no Surname First Name Contact no Gender Date of Birth Address Post Code
Table: Customer details Customer details Customer details Customer details Customer details Customer details Customer details Customer details
Sort:
Show:
Criteria:
or:

No female : Select Query

	Account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Income
▶	12	Ahmed	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gai	BD2 2ZM	Yes	£15000-20000
	17	Khan	Haseeb	(01274) 407432	Male	12/03/1988	21 Sanford roac	BD3 9pY	Yes	£15000-20000
	19	Raza	Hassan	(01274) 665432	Male	07/01/1990	27 Sanfrod Roa	BD3 9FH	Yes	£15000-20000
	20	Naveed	Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Roa	BD3 9PE	Yes	Under £10000
	1	Khan	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lani	BD2 5TH	Yes	Under £10000
	2	Hussain	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Stree	BD3 9PF	No	£15000-20000
	2	Hussain	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Stree	BD3 9PF	No	£15000-20000
	4	Khalid	Amir	(01274) 666321	Male	01/07/1981	123 Barmby ros	BD2 4RE	Yes	£15000-20000
	5	Mohammad	Billal	(01274) 405682	Male	13/12/1985	32 Sandford Ro	BD3 4TG	Yes	Under £10000
	6	Iqbal	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall F	BD3 8US	Yes	£30000+
	8	Mahmood	Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall F	BD3 8US	Yes	£30000+
	10	Patel	Wasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Roa	BD3 9PE	Yes	£30000+

Record: 1 of 12

No female

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Ahmed	12	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Gardens
Post Code	Occupation	Annual Income	Age			
BD2 2ZM	Yes	£15000-20000				31

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Hussain	2	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street
Post Code	Occupation	Annual Income	Age			
BD3 9PF	No	£15000-20000				31

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Hussain	2	Foizal	(01274) 406789	Male	11/12/1975	107 Barlo Street
Post Code	Occupation	Annual Income	Age			
BD3 9PF	No	£15000-20000				31

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Iqbal	6	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall Road
Post Code	Occupation	Annual Income	Age			
BD3 8US	Yes	£30000+				22

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khalid	4	Amir	(01274) 666321	Male	01/07/1981	123 Barmbyroad
Post Code	Occupation	Annual Income	Age			
BD2 4RE	Yes	£15000-20000				21

Surname	Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan	1	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lane
Post Code	Occupation	Annual Income	Age			
BD2 5TH	Yes	Under £10000				30

Database Report

Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Khan			17 Haseeb	(01274) 407432	Male	12/03/1988	21 Sanford road
Post Code	Occupation	Annual Income		Age			
BD3 9pY	Yes	£15000-20000					
18							
Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Mahmood			8 Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall Road
Post Code	Occupation	Annual Income		Age			
BD3 8LS	Yes	£30000+					
21							
Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Mohammad			5 Billa	(01274) 405682	Male	13/12/1985	32 Sanford Road
Post Code	Occupation	Annual Income		Age			
BD3 4TG	Yes	Under £10000					
21							
Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Naveed			20 Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Road
Post Code	Occupation	Annual Income		Age			
BD3 9PE	Yes	Under £10000					
17							
Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Patel			10 Wasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Road
Post Code	Occupation	Annual Income		Age			
BD3 9PE	Yes	£30000+					
24							
Surname		Account no	First Name	Contact no	Gender	Date of Birth	Address
Raza			19 Hassan	(01274) 665432	Male	07/01/1990	27 Sanford Road
Post Code	Occupation	Annual Income		Age			
BD3 9FH	Yes	£15000-20000					
16							

I chose to find the customers who are not female because their has been a new policy made by the United Bank for male so they need to be informed by this therefore I need to contact them.

Finding the customers who have an occupation:

Not no occupation : Select Query

Customer ... 1 Lending D... 1 Loans Avail...

Address Post Code Occupation Annual Income Lending Id Account no Loans Id Interest Rate If loan is avail

Field: Gender Date of Birth Address Post Code Occupation Annual Income Age

Table: Customer details Customer details Customer details Customer details Customer details Customer details Customer details

Sort: Show: Criteria: or: <>"no"

Database Report

Not no occupation : Select Query									
Account no	Surname	First Name	Contact no	Gender	Date of Birth	Address	Post Code	Occupation	Annual Incon
12	Ahmed	Zeshan	(01274) 876590	Male	19/07/1975	12 Ashburn Ga	BD2 2ZM	Yes	£15000-20000
17	Khan	Haseeb	(01274) 407432	Male	12/03/1988	21 Sanford road	BD3 9pY	Yes	£15000-20000
18	Bibi	Noreen	(01274) 409765	Female	12/03/1987	69 Sanfred Stre	BD3 9FH	Yes	£30000+
19	Raza	Hassan	(01274) 666432	Male	07/01/1990	27 Sanfred Roa	BD3 9FH	Yes	£15000-20000
20	Naveed	Noman	(01274) 897612	Male	07/02/1989	103 Fitzroy Roa	BD3 9PE	Yes	Under £10000
1	Khan	Kasam	(01274) 666324	Male	10/06/1976	107 Polard Lan	BD2 5TH	Yes	Under £10000
3	Bibi	Soniya	(01274) 406732	Female	21/11/1980	65 Binnie Street	BD3 7FG	Yes	Under £10000
4	Khalid	Amir	(01274) 666321	Male	01/07/1981	123 Barmby roa	BD2 4RE	Yes	£15000-20000
5	Mohammad	Billal	(01274) 405682	Male	13/12/1985	32 Sandford Ro	BD3 4TG	Yes	Under £10000
6	Iqbal	Ali	(01274) 408295	Male	13/11/1986	112 Killinghall F	BD3 8US	Yes	£30000+
7	Begum	Rabia	(01274) 402679	Female	19/12/1985	111 Second Aw	BD3 4HG	Yes	£30000+
8	Mahmood	Khuram	(01274) 661435	Male	12/09/1985	105 Killinghall F	BD3 8US	Yes	£30000+
10	Patel	Wasif	(01274) 409867	Male	12/11/1982	123 Fitzroy Roa	BD3 9PE	Yes	£30000+

Not no occupation

Surname	Account no	First Name	Contact no	Gender
Ahmed	12	Zeshan	(01274) 876590	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
19/07/1975	12 Ashburn Gardens	BD2 2ZM	Yes	£15000-20000
Age				31

Surname	Account no	First Name	Contact no	Gender
Begum	7	Rabia	(01274) 402679	Female
Date of Birth	Address	Post Code	Occupation	Annual Income
19/12/1985	111 Second Avenue	BD3 4HG	Yes	£30000+
Age				21

Surname	Account no	First Name	Contact no	Gender
Bibi	3	Soniya	(01274) 406732	Female
Date of Birth	Address	Post Code	Occupation	Annual Income
21/11/1980	65 Binnie Street	BD3 7FG	Yes	Under £10000
Age				26

Surname	Account no	First Name	Contact no	Gender
Bibi	18	Noreen	(01274) 409765	Female
Date of Birth	Address	Post Code	Occupation	Annual Income
12/03/1987	69 Sanfred Street	BD3 9FH	Yes	£30000+
Age				19

Surname	Account no	First Name	Contact no	Gender
Iqbal	6	Ali	(01274) 408295	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
13/11/1986	112 Killinghall Road	BD3 8US	Yes	£30000+
Age				22

Surname	Account no	First Name	Contact no	Gender
Khalid	4	Amir	(01274) 666321	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
01/07/1981	123 Barmby road	BD2 4RE	Yes	£15000-20000
Age				21

Database Report

Surname	Account no	First Name	Contact no	Gender
Khan	1	Kasam	(01274) 666324	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
10/06/1976	107 Polard Lane	BD2 5TH	Yes	Under £10000
Age				30

Surname	Account no	First Name	Contact no	Gender
Khan	17	Haseeb	(01274) 407432	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
12/03/1988	21 Sanford road	BD3 9pY	Yes	£15000-20000
Age				18

Surname	Account no	First Name	Contact no	Gender
Mahmood	8	Khuram	(01274) 661435	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
12/09/1985	105 Killinghall Road	BD3 8US	Yes	£30000+
Age				21

Surname	Account no	First Name	Contact no	Gender
Mohammad	5	Bilal	(01274) 405682	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
13/12/1985	32 Sandford Road	BD3 4TG	Yes	Under £10000
Age				21

Surname	Account no	First Name	Contact no	Gender
Naveed	20	Noman	(01274) 897612	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
07/02/1989	103 Fitzroy Road	BD3 9PE	Yes	Under £10000
Age				17

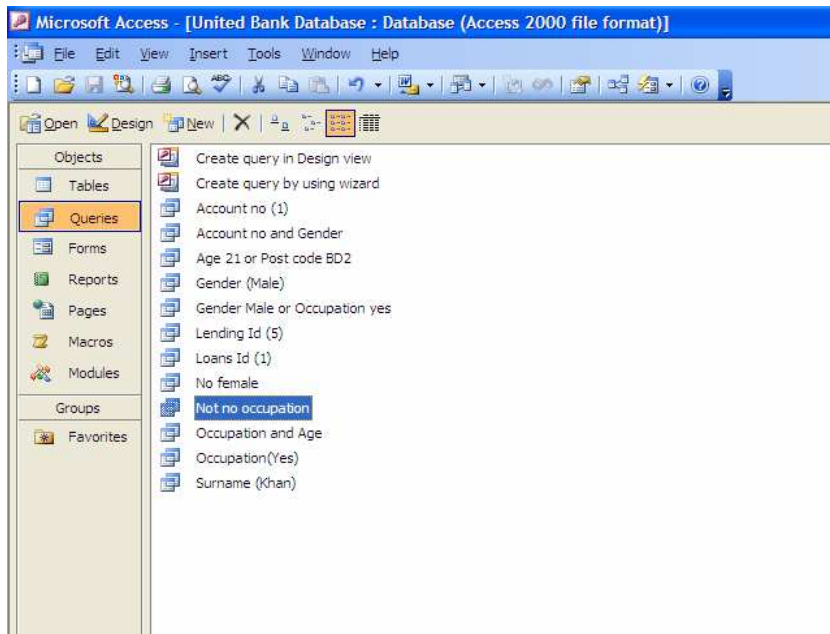
Surname	Account no	First Name	Contact no	Gender
Patel	10	Wasif	(01274) 409867	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
12/11/1982	123 Fitzroy Road	BD3 9PE	Yes	£30000+
Age				24

Surname	Account no	First Name	Contact no	Gender
Raza	19	Hassan	(01274) 665432	Male
Date of Birth	Address	Post Code	Occupation	Annual Income
07/01/1990	27 Sanfred Road	BD3 9FH	Yes	£15000-20000
Age				16

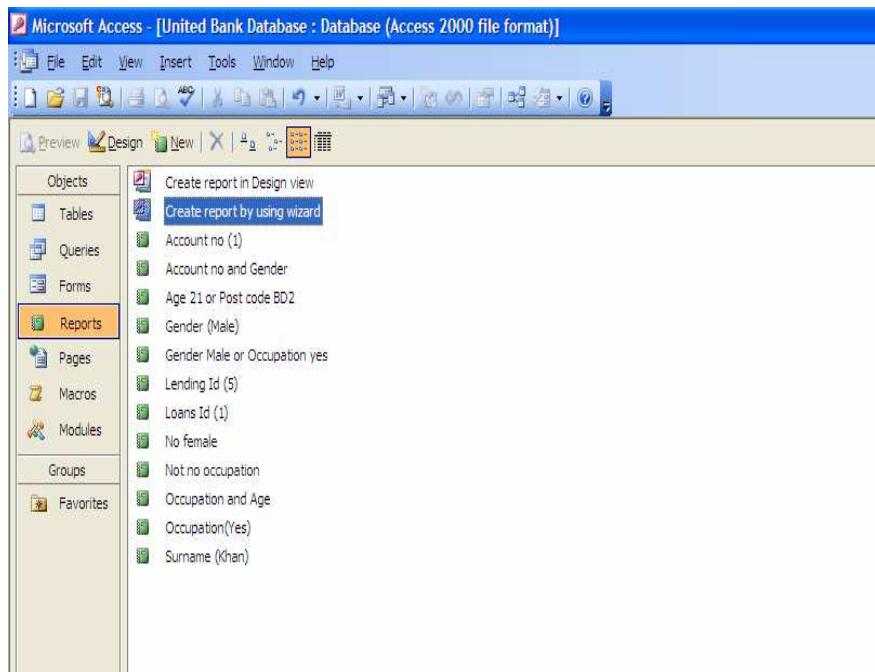
I chose to find the customers who have an occupation because the bank will get 0.3% deducted from their interest rate.

Database Report

My Queries:

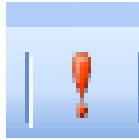


My Reports:



Database Report

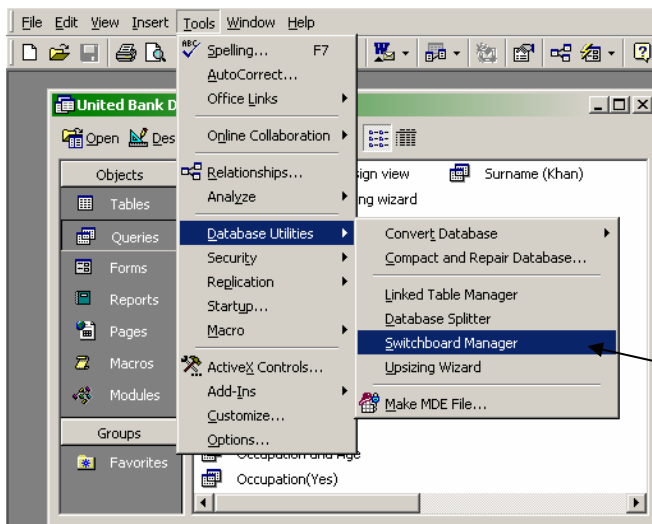
When you have chosen the query and have entered the information you are looking for, to run the query you have to click an icon that looks similar to an explanation mark which is located on the top toolbar.



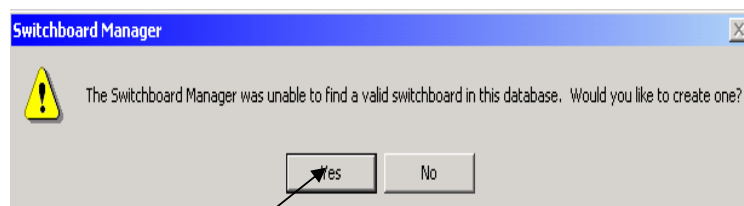
Switchboard

A database Switchboard is a unique type of Form that can be used to navigate around the various inputs or output documents generated by the database.

How to create a switchboard

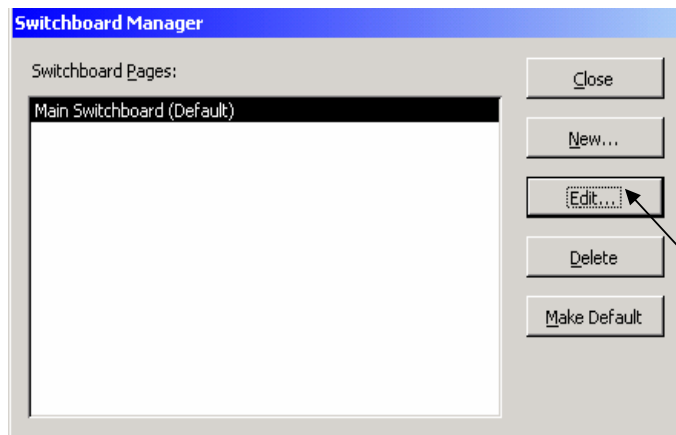


To create a switchboard firstly I went to “Tools” bar, which was located at the top and then a list appeared and I clicked on “Switchboard Manager”.

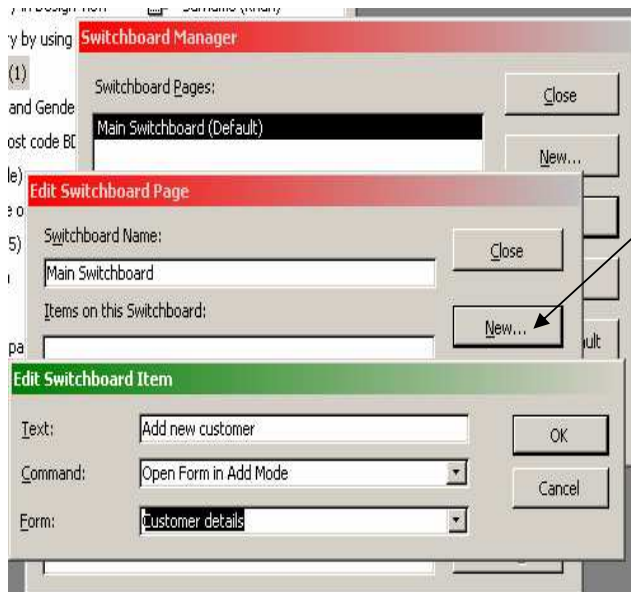


After that a validation appeared and asked if I wanted to create a switchboard and I clicked on Yes.

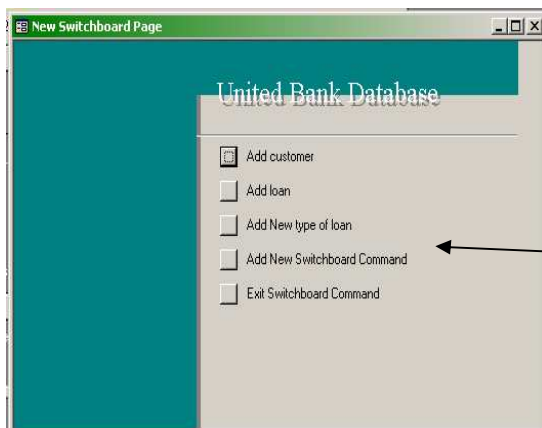
Database Report



Next a switchboard manager appeared and gave me options, which I could use and I clicked on edit.



After that I added some commands by choosing the table it should use and the information.

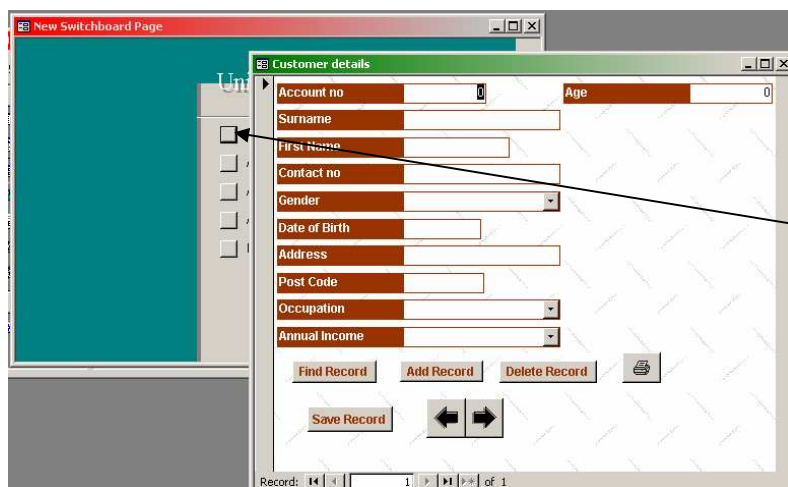
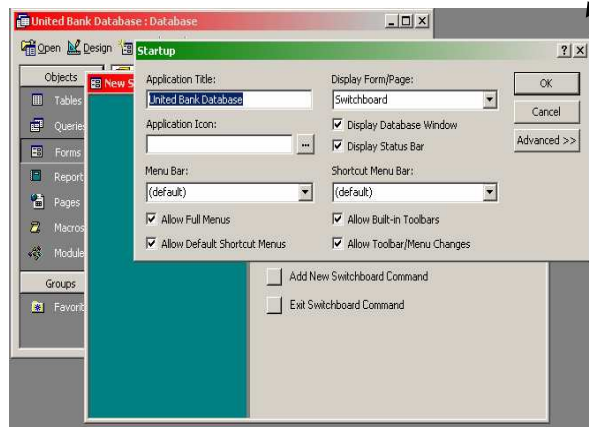


This is the switchboard that I have produced and it has the required commands.

Database Report



I then when to the toolbar again and this time when to setup where I set the setting of the switchboard to my desire.



On the switchboard when I clicked on the "Add new customer" command a form appeared and allowed me to enter the information I needed to input.

Database Report

The purpose of my switchboard is to make life easy for the employees or the receptionist that input new information like adding new customers, this switchboard will allow them to enter the new information without any hassle at all.