

Using Microsoft Access

Setup

Go to the course Web Site and, using *Save Link As...*, copy the Bank Database into a folder in a Workspace folder called ISD/ISD3.

Introduction / Aim

This exercise involves extending the database. Currently it has details about bank accounts and their owners. Your job is to extend this in order to hold information about the branches that the accounts are in (one branch per account) and the employees that work in a branch (again one branch per employee), with a indication of who manages which branch.

Tasks

Task A

1. Familiarise yourself with the database and all of its tables and data.
2. Choose a sensible set of attributes to store for each branch.
3. Create a table for the branches and add a few records to this table.
4. Link the account table to the branch table using foreign keys in some way.

Task B

5. Choose a sensible set of attributes for the employees.
6. Create a table for employees and add a few records.
7. Link the employee table to the branch they work at. Are there any other useful links between employees and branches?

Submission

Print a report consisting of screenshots of the relationship window and both design and datasheet views of the Account table and any new tables you have added.