

NABTEB GCE ADVANCED COMPUTER PRACTICAL ANSWERS

MS Access Practical Solution (a–k)

(a) Load MS-Access

- Click Start Menu.
- Type Microsoft Access.
- Click Microsoft Access to open it.

(b) Create Staff Nominal Roll Database

- When Access opens, select Blank Database.
- In the File Name box, type: Staff Reg.
- Click Create.

(c) Create StaffNominal Roll Table 'StaffTab'

Field Name	Data Type	Description / Notes
Staff ID	Short Text / Number	Unique ID for staff
Surname	Short Text	Last name
Middle Name	Short Text	Middle name
Last Name	Short Text	Other name
Gender	Short Text	Male / Female
LGA	Short Text	Local Government Area
State	Short Text	State of origin
Date of Appt.	Date/Time	Date of appointment
Post of Appt.	Short Text	Position appointed
Qualification	Short Text	Highest qualification
GL	Number / Short Text	Grade level
Step	Number	Step level
Date of last prom.	Date/Time	Date of last promotion

(d) Make Staff ID the Primary Key

- In Design View, click Staff ID.
- Click Primary Key button on the toolbar.

(e) Create Table 'AccTab'

Field Name	Data Type
Staff ID	Short Text / Number
Date	Date/Time
Basic Pay	Number
Rent Allow	Number
Transport Allow	Number
Other Allow	Number
Gross Pay	Number
Union Dues	Number
Tax Duct	Number
Other Duct	Number

Field Name	Data Type
Net Pay	Number

(f) Populate StaffTab with 8 Records

Staff ID	Surname	Middle Name	Last Name	Gender	LGA	State	Date of Appt.	Post of Appt.	Qualification	C
ST001	James	Olu	Adeniyi	Male	Ibadan North	Oyo	12/03/2018	Admin Officer	B.Sc	0
ST002	Grace	Ozi	Daniel	Female	Warri South	Delta	06/11/2020	Accountant	HND	0
ST003	Chidi	Emeka	Okafor	Male	Enugu East	Enugu	01/02/2017	Clerk	OND	0
ST004	Aisha	Bello	Ibrahim	Female	Kano South	Kano	22/05/2019	Supervisor	B.Sc	0
ST005	Peter	Uche	Nwosu	Male	Owerri West	Imo	15/03/2016	Manager	M.Sc	0
ST006	Mary	Funke	Adeoye	Female	Ibadan North	Oyo	10/08/2021	Assistant	HND	0
ST007	David	Emem	Etim	Male	Uyo South	Akwa	18/09/2018	Officer	B.Sc	0
ST008	Grace	Nkechi	Okeke	Female	Onitsha North	Anambra	30/07/2020	Clerk	OND	0

(g) Populate AccTab with 8 Records

Staff ID	Date	Basic Pay	Rent Allow	Transport Allow	Other Allow	Gross Pay	Union Dues	Tax Duct	Other Duct	
ST001	10/10/2024	120,000	30,000	20,000	10,000	180,000	2,500	3,000	1,500	1
ST002	10/10/2024	95,000	25,000	18,000	8,000	146,000	2,000	2,500	1,200	1
ST003	10/10/2024	80,000	20,000	15,000	5,000	120,000	1,500	2,000	1,000	1
ST004	10/10/2024	110,000	28,000	18,000	7,000	163,000	2,200	2,800	1,200	1
ST005	10/10/2024	150,000	35,000	25,000	10,000	220,000	3,000	4,500	2,000	2
ST006	10/10/2024	85,000	22,000	15,000	6,000	128,000	1,800	2,200	1,000	1
ST007	10/10/2024	105,000	25,000	20,000	5,000	155,000	2,000	2,500	1,500	1
ST008	10/10/2024	78,000	18,000	12,000	4,000	112,000	1,500	2,000	1,000	1

(h) Generate Query Form Using Selected Fields

- From StaffTab: Staff ID, Surname, Last Name, Date of Appt., Post of Appt.
- From AccTab: Date, Basic Pay, Rent Allow, Transport Allow, Gross Pay, Tax Duct, Other Duct, Net Pay
- Go to Create → Query Design.
- Add StaffTab and AccTab tables.
- Select the fields listed above.
- Save query as StaffQuery.
- Go to Create → Form, choose Form using query.

(i) Generate Report Form Using Query

- Select StaffQuery.
- Go to Create → Report Wizard.
- Click Finish to generate the report.

(j) Print the Query Generated

- Open StaffQuery.
- Press Ctrl + P or go to File → Print.

(k) Print the Report Form with Header 'Staff Nominal Roll'

- Open the report in Design View.
- Click the report header area.
- Type: Staff Nominal Roll.
- Print the report.