Name: Date:

*A manager of company needs to review staff training outstanding. This task looks at company policy by the requirement to attend mandatory training in the workplace relating to rule of law and respect. This could also relate to individual liberty and democracy – can a different date be offered?*

1. Open up the Training Database (training.accdb) on Access.
2. Change the data type for the “Date” field to Date/Time. Paste a screenshot below of the design view showing the change. THEN paste a screenshot of the Datasheet view below.
3. Add the below employee to the Database. Paste a screenshot showing the employee added below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Department** | **Manager** | **Training Course** | **Date** | **Responded** |
| Francesca | Marketing | Petra | Equality and Diversity | 22/03/20 | No |

1. Delete the record for Chesa, she has left the company.
2. Sort the records into alphabetical order from a to z according to Training Course.
3. Filter the records to show only the ones that haven’t responded.
4. Paste a screenshot below of the final amended database.