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 Access to create a blank database.
2. Import the “Training” text document.
3. 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.
4. Run a query to show all the employees that have responded “NO” to the training invite, include all criteria but don’t show “department”. Paste a screenshot below before running the query.
5. Now run a query to show all the ones that have responded “YES” to the training invite, show Name, Department, Training Course and Date. Paste a screenshot below before running the query.
6. Run a final query to show all training dates after July 2020. Paste a screenshot below before running the query.
7. Create a Report on this final query and screenshot it below.