

# Computerised Accounting Practical

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Model # N001

Project No:

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Title : **Creation of Query**

## Question

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Enter the following in a database table with the name Emp\_details

EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
100	ARUN	M	30000
101	NISHA	F	60000
102	ANIL	M	40000
103	ROOPA	F	80000

- Display the name of employees drawing BASIC PAY greater than or equal to ₹ 60000.
- Display the name of employees which begin with 'A'.

## Procedure

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- Step-1 : Open LibreOffice Base (**Application→ Office→ LibreOffice Base**)
- Step-2 : Create a Table in Design view by entering necessary field names and selecting appropriate field types
- Step-3 : Save the Table in the name 'Emp\_details' and close the window.
- Step-4 : Open the table 'Emp-details' in Data View mode and enter the details of the employees as given in the question.
- Step-5 : In the left pane of the database window, click on the Queries button and in right side, under, Tasks section click on '**Create Query in Design View**'. This will open a Add Table or Query window.
- Step-6 : In this window, select the table **Emp\_details** and click Add button. Then close the window.

Step-7 : In Query Design window, double click on each field in Table window to add all the fields to query design grid.

Step-8: Against Criteria in the EMP\_BASICPAY column , enter the following criteria to list all employees, drawing Basic Pay of ₹60000 or more.

>=60000

Step-9: Press F5 or click on Run Query Button to display the result.

Step-10: Then delete the criteria given in **EMP\_BASICPAY** column and enter the following criteria in **EMP\_Name** column to display the name of employees which begin with 'A'

Like'A\*'

Step-11: Then Press F5 or click on Run Query Button to display the result.

## Output

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Employees whose basic pay is ₹ 60000 or more

	EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
▶	101	NISHA	F	60000
	103	ROOPA	F	80000
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Employees whose name starts with 'A'

	EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
	100	ARUN	M	30000
	102	ANIL	M	40000
▶				