

## Question 2 (a)

Time: 30 minutes

Type the following database using the information given below. Print on A4 paper in landscape orientation, with Times New Roman font, size 12.

## Fields

# - Auto #  
 First Name - TEXT  
 Last Name - TEXT  
 Address 1 - TEXT  
 Address 2 - TEXT  
 Telephone - TEXT  
 Salary - CURRENCY  
 Tax - CURRENCY

Save as  
 Worksheet #1  
 and print.

## Data

1. LANCE PRESCOT 10 MILE ROAD, LINDEN  
 333-6720 S \$100,000.00 T \$33,000.00
2. DIANE LANE 24 SEAFIELD WCB  
 444-~~7070~~ 7070 S \$86,000.00 T \$14,000.00
3. SANDRA DUKE 14 BANANA DR, CRAIG VILLAGE  
 555-5011 S \$56,000.00 T \$8,000.00
4. MARSHALL FIELD 1020 NEW YORK AVE  
 666-6366 S \$92,000.00 T \$28,000.00  
 NEW AMSTERDAM

Add 2 records of your own

Produce a form using the data and print all forms. (Use Mayor's letterhead from question 1)

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