

Database and Memorandum Task

Use the following information to create a database for The Badminton Club:

Name	Address	Available	Member no
Smith	14 Grey St Ashton	Mo Tu We	00001
Jennings	21 Blackbrook Stalybridge	Tu Th Fr Sa	00002
Patel	131 Swan Street Ashton	Th Fr Sa Su	00011
Brown	56 Dunn Road Ashton	Mo We Fr	00012
Morrison	27 Black Street Stalybridge	Tu We Fr Sa	00019
Mistry	19 Green Crescent Stalybridge	Tu Th Fr Su	00005
Andrews	41 Halford Road Stalybridge	Mo Tu We Th	00006
Smith	69 Starling Green Ashton	Mo We Fr Su	00003
Denton	2 Mount Drive Stalybridge	We Th Fr Sa	00009
McDonald	16 Matthews Crescent Ashton	Tu Th	00007

- (a) Search for all the club members who live in Stalybridge. Print a hard copy of your list.
- (b) (i) Search for all the club members who live in Ashton **then**:
- (c) (ii) Search the list of those living in Ashton for those who can play on a Monday. Print a hard copy of your list.
- (d) Now search for all the members who live in Stalybridge and can play on a Thursday.
- (e) Now search for all the members who live in Ashton and can play on a Tuesday **or** a Saturday. Print a hard copy.
- (f) Search for any member who can play badminton on a Thursday **and** a Sunday.
- (g) Search for any member who can play badminton on Wednesday **and** Friday. Print a hard copy of your list.
- (h) Sort your database alphabetically by **Name**. Print a hard copy.
- (i) Sort your database into numerical order by **Member no**. Print a hard copy.
- (j) The field '**Available**' shows the days of the week on which members can play. The information has been coded.

Word process a memo to the secretary of the club stating the advantages of using codes to store some of the information required in the database. Suggest another field, one in which the data could be coded, that you think should be included in the database. Give reasons to justify your choice.