Database - Personnel

Instructions: *The **Personnel** database contains two tables: **Employees** and **Personal Data**. The Employees table contains records of Employees and the Personal Data table contains records of the Employee's personal data. Open each table to view the table data.*

1. Close any tables you have opened. Create a **Relationship** between the Employees and Personal Data table using the common field.
   a. Enforce Referential Integrity
   b. Enforce Cascade Update Related Fields
   c. Save and Close the Relationship window.

2. **Query #1:** Create a Query based on the Employees and Personal Data tables. Include the following fields in the order listed from the **Employees** table in the query: **Employee ID**, **First Name**, **Last Name**. Include the following fields in the order listed from the **Personal Data** table in the query: **Title**, **Department**, **Date of Birth**, and **Salary**. Save the Query as **Sales Employees**.

   a. Enter a criteria to search for records for employees that work in the **Sales** department. *(HINT: You may need to open the tables to familiarize yourself with the data). Do not use Filters because they cannot be saved.*
   b. Run the Query, Verify your results, Save and Close the Query.

3. **Query #2:** Create a query using the Employees and Personal Data tables. Add the **Employee ID**, **First Name**, and **Last Name** fields from the Employees table. Then add the **Salary** field from the Personal Data table. Save the Query as **High Salaries**.

   a. Enter a criteria to search for records for employees with salaries greater than $2,000. *(HINT: You may need to open the tables to familiarize yourself with the data). Do not use Filters because they cannot be saved.*
   b. Run the Query, Verify your results, Save and Close the Query.