1. (Due May 13) For your first database assignment, do projects 9, 10, 12 and 14 from pages DB-64 and DB-65 of your text. When you finish you should have five printouts: two database listings and three reports. Staple them together and turn them all in as a packet.

2. (Due May 20) Create a database for membership in your (imaginary) public service club. The database should contain name, address, telephone number, and office held for each member. Enter at least 10 records in the file, including at least five officers and including a variety of zipcodes. Turn in two sets of “mailing labels” (which may actually be printed on plain 8 1/2 x 11 inch paper) from this database. The labels should each have three lines: first and last name (in that order), street address, and City, State and Zipcode. Print each set of labels in Zip code order. The first set should be for a mailing to all members of the club; the second for a mailing to officers only. Assume the labels are to be printed on label forms like the one supplied with this assignment. (You may print your labels on photocopies of the supplied form or on plain sheets of paper, as long as your printing aligns with the form.) Along with the labels, submit a complete listing of the database showing all records and all fields, listed in alphabetical order by last and first name.

When you finish you should have three printouts: two sets of “mailing labels” and a listing. Staple them together, write your name at the top of the top page, and turn them all in as a packet.