

Memo

To: Club Director
From: Student Name
Date: January 15, 2023
Re: Job Positions

You recently asked me for a list of employees at each Club location and their job positions. I was easily able to gather this information using Access 2007. This memo contains the information for the Landis location. Below this paragraph is the output from the query I used to gather this information.

Below this paragraph is a report that was generated from the Landis Location query. It displays the same information in a professional style report.

I have also found that I can easily provide the same information to you in an Excel workbook. This is convenient if you want to analyze the information. Please let me know which of the above two formats you would like me to use to provide the information for the other locations and if you would also like it as an Excel workbook.