

PROJECT AC 2

1. Open the **Dining.accdb** database from the Access Unit Review folder where your Data Files are stored.
2. Open the **Restaurants** table in Design view.
3. Change the Restaurant ID field so it is the table's primary key.
4. Change the Field Size property for the Name field to **30**, and change its Required property to Yes.
5. Change the Format property of the Last Visit field to Short Date.
6. Change the data type of the Reservations field to Yes/No, and then change the Format property to Yes/No.
7. Change the data type of the Meal Cost field to Currency.
8. Save the table, click Yes twice in the dialog boxes warning about data loss and data integrity rules, and then change to Datasheet view.
9. In Datasheet view, change the Format property for the Last Visit field to Long Date. Resize the Last Visit column to best fit.
10. Preview the datasheet, print it in landscape orientation, and then save and close the table.
11. Close the database, and then exit Access.

PROJECT AC 3

1. Open the **Personnel.accdb** database from the Access Unit Review folder where your Data Files are stored.
2. In the Relationships window, create a relationship using the Employee ID field in the primary Employees table and the Employee ID field in the related Personal Data table. Choose the option to enforce referential integrity. Save your changes, and then close the Relationships window.
3. Use the Simple Query Wizard to 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, and 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.
4. Choose the option to create a detail query and use the query title **Employee Data**.
5. In the query datasheet, sort the records from smallest to largest using the Salary field.
6. Filter the records so that only those employees working in the Marketing department are displayed.
7. Use the Total row to calculate the average salary for employees working in the Marketing department.
8. In the record with Employee ID 1007, change the First Name and Last Name field values to your first and last names.
9. Preview and print the Employee Data query in landscape orientation, and then save and close the Employee Data query.
10. In Query Design view, create a new query using the Employees and Personal Data tables. Add the Employee ID, First Name, and Last Name fields from the Employees table to the query design. Then add the Salary field from the Personal Data table to the query design.
11. Use a condition to select the records for only those employees with salaries greater than \$2,000.
12. Save the query as **High Salaries**, and then run the query.
13. In the record with Employee ID 1099, change the First Name and Last Name field values to your first and last names.
14. Preview and print the High Salaries query, and then close the High Salaries query.
15. Close the database, and then exit Access.

PROJECT AC 4

1. Open the **Meals.accdb** database from the Access Unit Review folder where your Data Files are stored.
2. Use the Form tool to create a form based on the Restaurants table.
3. Resize the width of the text boxes in the control layout in the form to 23 characters.
4. Apply the Angles theme to the form.
5. Change the form title to **My Favorite Restaurants**.
6. Change to Form view and delete the record with the Restaurant ID SAL2.
7. Display the record with the Restaurant ID TON1 in the form. Change the Name field value to your first and last names. Print the form for this record only.

8. Save the form using the name **My Favorite Restaurants**.
9. Close the form, close the database, and then exit Access.

PROJECT AC 5

1. Open the **Price.accdb** database from the Access Unit Review folder where your Data Files are stored.
2. Use the Report Wizard to create a report based on the Products table. Include all fields in the report.
3. Group the report by Category and sort the records in ascending order based on the Retail Price field.
4. Choose the Block layout and Landscape orientation.
5. Change the report title to **Products By Category**, and then choose the option to preview the report.
6. Change to Layout view. Resize each column so that it is just wide enough to display the longest value in the column. Scroll down the page to check and make sure that the field values in each column are completely visible.
7. Change to Design view and move the text box control that contains the page number to the left, so its right edge is at the 9.75-inch mark on the horizontal ruler.
8. Save the report, preview the report, and then print it.
9. Close the report, close the database, and then exit Access.

SIMULATION

You work at the newly renovated Java Internet Café. The café serves coffee and pastries and offers clients the opportunity to use the café's computers and Wi-Fi to gain Internet access. In addition to free wireless access, seven computers are set up on tables in quiet areas of the café. The café has many regular early morning customers who grab a cup of coffee and a pastry and then use one of the computers to check email and browse the Internet before going to work or school.

The café charges a \$10 monthly fee for Internet service. All membership fees for March were due on March 1. A few members have not paid their monthly fees. Your manager asks you to send out a reminder letter to customers with outstanding balances.

JOB AC 1

1. Open the **Java.accdb** database from the Access Unit Review folder where your Data Files are stored.
2. Open the **Members** table in Datasheet view.
3. Scott Payton just paid his membership fee for March. Update his record to show his \$10 payment.
4. The café has a new member who paid her \$10 dues for April. Use the following information to add the record for Halie Shook to the Members table:
Member ID: **hsht**
Title: **Ms.**
First: **Halie**
Last: **Shook**
Address: **1290 Wood Crest Ln**
City: **Boulder**
State: **CO**
Zip: **80302**
5. Close the Members table.
6. Merge the records in the Members table with the **Reminder.docx** letter in the Access Unit Review folder where your Data Files are stored.
7. Edit the recipient list so letters are merged only for those clients who have not paid their dues for March. (*Hint:* Use a filter to select records for members who have March field values equal to 0 (zero). Use the Mail Merge Recipients dialog box to remove Halie Shook from the recipient list (she was not a member in March and should not receive a letter).
8. On the second line below the date field, add an address block.
9. On the second line below the address block you just inserted, add a greeting line in the format *Dear Mr. Stanley* followed by a comma.
10. Preview the merged letters.