Project 1 [5 Tasks]

Open Project 1.accdb

Task 1

Enforce referential integrity on the existing one to many relationship between the Employees table and the Employee Privileges table. Accept all other default settings.

Task 2

Filter the Customers table to show only customers whose Job Title is Purchasing Manager. Use the filter option that will work with existing records and with new records added to the table later.

Task 3

In the Customers table, modify the Company field to display the caption 'Customer Company'. Save and close the table.

Task 4

Change the query type of the Purchase Details Extended query to Update. Modify the query to set the Reorder Level to 120 for all products with a product names that includes the text "green". Save and run the query.

Task 5

In the Customer Details form, change the width of the Attachments textbox to 2 cm (0.787"). Save the form.

Project 2 [5 Tasks]

Open Project 2.accdb

Task 1

Delete the Tax field from the Invoices table. Save and close the table.

Task 2

Modify the Inventory query to create a Parameter query in the Reorder Level field with the prompt "Enter the Required Reorder Level".

Task 3

Modify the DM Employee List form to change the title from "Employee List" to "Company Employees". Save the form.

Task 4

In the DM Employee List form header, display the current time in the 24-hour format that displays only hours and minutes. Note: size and position do not matter. Do not display the date.

Task 5

In the Customer Address Book report, set the image MOS University which has been provided as a resource, as the background image for the report.

Project 3 [7 Tasks]

Open Project 3.accdb

Task 1

Unhide the Order Details table.

Task 2

Create a one to many relationship between the Privilege ID field of the Privilege table and the Privilege ID field of the Employee Privileges table. Ensure that the relationship supports joins that return records from the Privileges table even if the Employee Privileges table does not contain a related record.

Task 3

Save the data from the Order Details table as an Excel 2019 workbook named Order Details Export in the Documents folder. Keep the formatting and layout.

Task 4

Add the description "This table records order details" to the Order Details table.

Task 5

In the Order Details table, set the default value of the Date Allocated field to the current system date. Save and close the table.

Task 6

Create a query named Customer Orders that displays the ID, Company, Last Name and First Name fields from the Customers table and the Order ID, Customer ID, Shipped Date and Paid Date from the Orders table.

Task 7

In the Employee Phone Book report, make the following changes:

Change the alternate row colour in the Detail section. Use Green Accent 6. Then format the font of the field labels in the Page Header section as 12 point bold.

Project 4 [5 Tasks]

Open Project 4.accdb

Task 1

Import the data from the Flight Details workbook (provided as a resource) into a new table. The first row contains column headings. Keep the default settings and the table name. Save the import steps for use with the default name.

Task 2

Sort the new Flights table in Ascending order by Destination.

Task 3

Create a query named Holidays that displays the ID and Last Name from the Employees table and the Privilege Name from the Privileges table. You may run the query to verify the results.

Task 4

Sort the Inventory query in 2 levels; in ascending order by Product Name and second, by descending order by Qty Purchased.

Task 5

In the Customer Phone Book report, change the "Contact Name" label to "Customer Name".

Project 5 [4 Tasks]

Open Project 5.accdb

Task 1

In the Flights table, set the Flight# field as the Primary Key with duplicates allowed.

Task 2

Create a table named Linked Flights that is linked to the Flights workbook which has been provided as a resource.

Task 3

In the Customer List form, set the margins for all controls in the Detail section to Medium. Save the form.

Task 4

In the Customer Phone Book report, remove the alternate row colour from the Detail section. Save the report.

Project 6 [5 Tasks]

Open Project 6.accdb

Task 1

Append the data from the staff.csv file (provided as a resource) to the Staff Details table in the database. The first row of the file contains field names.

Task 2

In the Employees table, change the field size of the Job Title field to 75 characters. Save the table.

Task 3

Update the Orders table so that the 'Residential' checkbox is empty (not selected) by default for new records. Save and close the table.

Task 4

Use the Query Wizard to create a Crosstab query based on the Employees table. Use the City field for the row headings and the ID and Last Name fields for the column headings. For each City field count the number of employees based on the LastName field.

Task 5

Modify the Inventory query to display records in ascending order by Reorder Level. Save the query. You may run the query to verify the results.