**EX16\_AC\_CH08\_GRADER\_CAP\_HW - Replacement China, Inc.**

**Project Description:**

*You work as an associate database manager at Replacement China, Inc. This firm specializes in finding difficult-to-replace, no-longer manufactured china, crystal, silver, and collectibles. You need to add a hyperlink field that will store a URL for each manufacturer's website. The HR department manager wants to store a photo and the most recent performance review for each employee. You also export inventory items in three different formats. Finally, you import information from Excel, Access, and text files. Compact and repair the database when you are finished.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Open the downloaded Access database named *exploring\_a08\_Grader\_h1.accdb*. Save the database as **exploring\_a08\_Grader\_h1\_LastFirst**. | 0 |
| **2** | *Databases today need to be able to store more specialized data types such as “Hyperlinks” or “Images”. These types of data have become more common as companies now do so much business on the Web. Access 2016 now allows you to create these kinds of fields. This information is important for the HR Department.*   Create a new field in the Manufacturer table after RlMfgCode named **Website** with the Hyperlink data type. Save the table. | 12 |
| **3** | Switch to Datasheet view, add the website **http://www.lenox.com** to the Lenox China record (7). | 6 |
| **4** | *You notice that when you add this data, the sites become a live link within the database. This can save you significant time when creating reports or forms.*  Add **http://www.waterford.com** to the Waterford Crystal record (14). Click each link to make sure it launches a browser and locates the appropriate website. Close the table. | 6 |
| **5** | *The “Attachment” data type is another specialized type that allows you to store files within your database. Again, this is a great feature if you have documents that you want connected to data. In this case, you have some Word documents and image that provide some information about your clients, so adding this field makes easy to keep it all within the database. This also helps when doing queries to find information within the database.*  Create a new field in the Employees table after HireDate named **Files** with the Attachment data type. Save the table. | 12 |
| **6** | Switch to Datasheet view and use the Find command to locate the record for UserID **822680**. Add the downloaded Word document named *822680.doc* and the picture file named *822680.jpg* to the Files field. | 12 |
| **7** | Create a basic form based on the Employees table that will open in Layout view. Delete the subform. Navigate to the record for UserID 822680 (record 21) and use the Attachment toolbar to display the Word document and the picture file. | 12 |
| **8** | *There are times where you want to be able to export data out of the database. You can use the “Filter by Selection” to filter the data that you want to see and then export that data into various formats. In this case, the export is to an Excel spreadsheet. Using the Filter feature is quicker than creating a query since you only want to export the data.*  Save the form as **Employees**. Close the form and the table. Use Filter by Selection to display records in the Inventory table where the Category equals *Crystal*. Filter the records further to display *Crystal* where the OH (on hand) value equals **0** (three records will display). Export the filtered records to an Excel file. Save the file as **a08c1Crystal\_LastFirst**. Do not save the export steps. Close the Inventory table without saving the changes. | 4 |
| **9** | *Linking to an Excel Spreadsheet will allow you to view the Excel data without increasing the size of the database. This is why you would create a link instead of importing the data in this instance. One disadvantage to linking is that you cannot correct errors in Access. The errors must be corrected in Excel.*  Create a linked table in the database by importing the workbook named *a08c1Customers.xlsx*. Use the first row of the Customers1 worksheet as column headings and accept all other default options. | 12 |
| **10** | *Linking to an Access Database is similar to linking to an Excel spreadsheet. It will not increase the size of the database. The one main difference is that changes made to the data in the linked table will also change in the linked database.*  Create a linked table in the database by importing the Customers2 table from the database named *a08c1Customers.accdb*. | 12 |
| **11** | *As a database administrator, there are many times where you will be given a Comma Separated Value (CSV) text file from another type of database, such as Oracle. This file type allows you to easily import the data as an Access table.*  Create a table in the database by importing the text file named *a08c1Textcust.csv*. Use the first row of the file as field names, CustomerNum as the primary key, and name the table **Customers Text**. Accept all other default options. | 12 |
| **12** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |

| **Total Score** | **100** |
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