**Bookstore Inventory**

**Project Description:**

*In the following project, you will open a database containing the inventory of a bookstore, create a new table in which to store publisher information, add records, and then sort the table. You add a record using a form and print a report. You apply a filter by selection to a query and a filter by form to a table and save the results for both filters.*

**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 file named *exploring\_a01\_grader\_h1*. | 0 |
| **2** | Create a new table in Design view. Add the following field names to the table: **PubID**, **PubName**, **PubAddress**, **PubCity**, **PubState**, and **PubZIP** (in that order). Accept Short Text as the data type for all fields. | 12 |
| **3** | Set the *PubID* field as the primary key of the new table. Save the table using the name **Publishers** and then view the table in Datasheet view. | 8 |
| **4** | Add the following records to the Publishers table: PubID PubName PubAddress PubCity PubState PubZIP  **KN Knopf 299 Park Avenue New York NY 10171**  **BB Bantam Books 1540 Broadway New York NY 10036**  **PH Pearson/Prentice Hall 1 Lake Street Upper Saddle NJ 07458**  **SS Simon & Schuster 100 Front Street Riverside NJ 08075**   Close the table. | 12 |
| **5** | Open the Books table and create a new record: AuthorCode: **15** Title: **The Innocence Game** ISBN: **0-307-96125-7** PubID: **KN** PublDate: **2013** Price: **24.95** StockAmt: **250** | 12 |
| **6** | Sort the records in the Books table by the PublDate field in descending order. Save and close the table. | 4 |
| **7** | Open the Maintain Authors form. In record 2 (for *Keith Mulbery*, AuthorID 12), add a new title to the subform: Title: **Computer Wisdom III** ISBN: **0-684-80417-5** PubID: **PH** PubDate: **2014** Price: **32** StockAmt: **42** | 12 |
| **8** | Use the Navigation bar to search for AuthorID **16**, and then edit the subform so that the StockAmt is **6** instead of *496* for the book *Follow the Stars Home*. | 8 |
| **9** | Open the Publishers, Books, and Authors report and check that the report shows three books listing Keith Mulbery as author. View the layout of the report in Print Preview and then print the report. Open the Publishers, Books, and Authors query. Sort the query by the publisher’s name in ascending order. | 6 |
| **10** | Use filter by selection to show only the books by the author whose first name is Steven. | 8 |
| **11** | Sort the query by Title in ascending order. Save and close the query. | 6 |
| **12** | Open the Books table. Use Filter by Form to create a filter that will identify all books published after 2010 with fewer than 100 items in stock. Apply the filter and preview the filtered table. Close the table and save the changes. | 12 |
| **13** | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |