**Drivers and Insurance**

**Project Description:**

*You have been asked to modify a database that tracks driver data and insurance details. You will update, add to, and delete records from tables. You will also create queries that aggregate data, find unmatched, and repeating values.*

**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\_a06\_Grader\_a1*. Save the database as **exploring\_a06\_Grader\_a1\_LastFirst**. | 0 |
| **2** | Open the Drivers table, observe the data, and then close the table. Create an update query based on the Drivers table. Include all of the fields from the table.  Hint: To open the table, double-click it in the Navigation Pane.To create an update query, start a query in Design view and then on the QUERY TOOLS DESIGN tab, in the Query Type group, click Update. | 8 |
| **3** | Set the criteria to update **Special** drivers to **Senior**. Run the query, save it as **Update Class**, and then close the query.  Hint: To enter the criteria, in the Query Design grid, in the criteria row of the Class field, enter **Special**. In the Update To row, enter **Senior**. To save the query, click Save on the Quick Access Toolbar. | 6 |
| **4** | Create a make table query based on the Drivers table. Include all of the fields from the table. Set the criteria to select **Senior** drivers. The query should make a new table named **Non-Standard Drivers** in the current database.  Hint: Start a query in Design view and then on the QUERY TOOLS DESIGN tab, in the Query Type group, click Make Table. | 10 |
| **5** | Run the query, save it as **Make Non-Standard Drivers** and then close the query. | 4 |
| **6** | Make a copy of the Make Non-Standard Drivers query and save it as **Append Non-Standard Drivers**.  Hint: Right-click the query in the Navigation Pane and click Copy. | 4 |
| **7** | Change the query type to Append and append records to Non-Standard Drivers. Set the criteria to select **Minor** drivers. Run, save, and then close the query.  Hint: On the QUERY TOOLS DESIGN tab, in the Query Type group, click Append. | 6 |
| **8** | Set DriverID as the primary key field of the Non-Standard Drivers table. Save and close the table.  Hint: On the TABLE TOOLS DESIGN tab, in the Tools group, click Primary Key. | 4 |
| **9** | Make a copy of the Append Non-Standard Drivers query and save it as **Delete Non-Standard Drivers**. | 4 |
| **10** | Change the query type to Delete. Set the criteria to select **Minor** or **Senior** drivers. Run, save, and then close the query.  Hint: On the QUERY TOOLS DESIGN tab, in the Query Type group, click Delete. | 6 |
| **11** | Create a crosstab query based on the Non-Standard Drivers table. Set Class as the row heading field and Gender as the column heading field. Summarize the data by counting the DriverIDs. Save the query using the default name, and view the query results.  Hint: On the CREATE tab, in the Queries group, click Query Wizard. Click Crosstab Query Wizard. | 8 |
| **12** | Modify the query so that Class displays as the column heading and Gender displays as the row heading. Save the query as **Non-Standard Drivers\_Crosstab** and run the query.  Hint: In the Query Design grid, click the Crosstab row of the Class and Gender fields and select from the drop-down list. | 6 |
| **13** | Modify the database (Non-Standard Drivers table) so that the gender *M* displays as **Male** and *F* displays as **Female**. Run the crosstab query again to display the changes. Close the query.  Hint: In the Non-Standard Drivers Table, change the "M" to Male and "F" to Female. | 6 |
| **14** | Create a find duplicates query based on the Drivers table where there is a repeated LastName and Street value. Add the DriverID and FirstName fields to the query results. Save the query using the default name, and view the query results. Note that Eric and Kirk Abelson live at the same address, but have two different DriverIDs. In the Drivers table, expand the Subdatasheet for Eric and notice that he carries insurance for both household vehicles. Close the table and the query.  Hint: On the CREATE tab, in the Queries group, click Query Wizard. Click Find Duplicates Query Wizard. | 11 |
| **15** | Create an unmatched query to find drivers in the Drivers table who have no insurance listed in the Insurance table. Include all fields from the Drivers table. Save the query using the default name, and view the query results.  Hint: On the CREATE tab, in the Queries group, click Query Wizard. Click Find Unmatched Query Wizard. | 11 |
| **16** | For the driver named Lawrence Alexander, add a record to the Insurance table. Enter the InsuranceID number as **10010**, the DriverID as **341890123**, and the Agent as **AS8842**. Populate the remaining fields with appropriate data. Close the table. Run the Drivers Without Matching Insurance query again. Note that Lawrence Alexander no longer appears in the results, as you have used the query to identify missing data and corrected the error. Kirk Abelson is covered under the same policy as Eric, his father. Close the query.  Hint: On the QUERY TOOLS DESIGN tab, click Run. | 6 |
| **17** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |