**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 Web site. The HR department manager wants to store a photo and the most recent performance review for each employee. You also need to export select inventory items in a different format. Finally, you will 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** | 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 Web site **http://www.lenox.com** to the Lenox China record (7). | 6 |
| **4** | 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 Web site. Close the table. | 6 |
| **5** | 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** | 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** | 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** | Create a linked table in the database by importing the Customers2 table from the database named *a08c1Customers.accdb*. | 12 |
| **11** | 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. Compact and repair the database. | 12 |
| **12** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |