# **Exp19\_Access\_Ch06\_HOEAssessment - Resume 1.0**

## **Project Description:**

In this project, you are tracking newly hired employees as well as longer term permanent employees. You will update the company's database by modifying values with an update query. You will make a table for storing permanent employee information, and then delete those records from your newly hired employees table. You will also summarize employees by their degree type and identify those who have no resumes on file.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Access. Open the downloaded Access file named *Exp19\_Access\_Ch6\_HOEAssessment\_Resume*. Grader has automatically added your last name to the beginning of the filename. Save the file to the location where you are storing your files. | 0 |
| 2 | Using a select query, you will identify all of the new employees with a major of Theater, and then use an update query to modify the major to Theater and Film.  Create a select query that includes the LastName, FirstName, and HighestDegreeName from the New Employees table (in that order). Run the query. | 2 |
| 3 | In Design view, add the appropriate HighestDegreeName criterion to limit the query output to only **Theater**. Convert the query to an update query. Update the HighestDegreeName to **Theater and Film**. | 2 |
| 4 | View the query in Datasheet view prior to running it to make sure you are updating the correct (three) records. Return to Design view and run the query. Save the query as **Update Theater and Film Majors**. Close the query. | 2 |
| 5 | You will identify employees hired during the first half of the year and create a new table in which to store them. You will then delete the records from the current New Employees table.  Create a select query that identifies all of the employees hired before **6/30/2021**. Include all fields from the New Employees table. | 2.25 |
| 6 | Convert the select query to a make table query. Name the new table **Permanent Employees**. Run the query. Save the query as **Make Permanent Employees Table**. Close the query. | 1.75 |
| 7 | Make a copy of the Make Permanent Employees Table query and save it as **Append Permanent Employees Table**. Open the Append Permanent Employees Table query in Design view. Convert the make table query to an append query. The query will append to the Permanent Employees table. | 1.75 |
| 8 | Modify the criteria to append employees hired **Between 6/30/2021 and 9/30/2021**. Run the query, save it, and then close it. | 1.75 |
| 9 | Open the Permanent Employees table in Design view and set SSN as the primary key field. Switch to Datasheet view, then save and close the table. | 1 |
| 10 | Make a copy of the Append Permanent Employees Table query and save it as **Delete New Employees**. Open the Delete New Employees query in Design view. Convert the append query to a delete query. | 1.75 |
| 11 | Modify the criteria to delete all employees from the New Employees table where the DateOfHire is **<10/1/2021**. Run, save, and then close the query. | 1.75 |
| 12 | You want to determine how new employees are distributed by the type of degree they have earned. You will create a crosstab query that displays the count of HighestDegreeType for employees hired in June through December.  Use the query wizard to create a crosstab query based on the New Employees table that counts the total SSN by HighestDegreeType (row heading) and DateOfHire (column heading) by month intervals. Accept the query name as New Employees\_Crosstab. | 2 |
| 13 | In Design view of the query, display the Property Sheet of the Format([DateOfHire],"mmm") field. In the Column Headings property box, delete all months except "Jul","Aug","Sep","Oct","Nov","Dec". Run, save, and close the query. | 2 |
| 14 | You will create a query to determine which new employees have no resumes on file with the human resources department. The employees will be contacted to supply a current resume.  Create a query to find out if any of the new employees have no current resume on file. Add all of the fields from the New Employees table to the results. Save the query as **New** **Employees With No Resumes**. Run the query and close it. | 3 |
| 15 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |

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| **Total Points** | **25** |