**Bonuses**

**Project Description:**

*In this project, you will create a confidential query that lists the four lawyers who have generated the most business for the company. You will create two queries using SQL view, join them in a union query, and then build another query summarizing the union query. Finally, you will create a report listing the top four lawyers returned by the query.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Download, save, and open the Access database named *GO\_a11\_Grader\_EOC.accdb.* | 0 |
| **2** | Open the FlatFeesQuery and then switch to SQL view. Change the caption for the calculated field to **Total** and then run the query. Save the query, and then switch back to SQL view. | 8 |
| **3** | Begin to create a new query in Design view. Without adding any tables to the query, switch to SQL view. Using the FlatFeesQuery as a guide, write a SELECT statement that displays the FName and LName fields from the Lawyers table. | 12 |
| **4** | In the query, add a calculated field to the SELECT clause that multiplies the Rate and Hours fields from the HourlyFees table. Set the caption for the calculated field as **Total**. Add a SQL aggregate function to the calculated field to calculate the total of the Rate field multiplied by the Hours field. | 12 |
| **5** | On the second line, add a FROM clause that joins the Lawyers table to the HourlyFees table with an inner join that uses the LawyerID fields from each table. | 12 |
| **6** | Copy the GROUP BY clause from FlatFeesQuery and paste it into the current query on the third line. Run the query, and then save the query as **HourlyFeesQuery**. Switch to SQL view. | 10 |
| **7** | Begin to create a new query in Design view. Without adding any tables to the query, change the query type to Union. Copy the SQL statements from the FlatFeesQuery and paste them into the new query. Copy the SQL statements from the HourlyFeesQuery and paste them into the new query on the fifth line (leaving one blank line between the GROUP BY clause and the new SELECT clause). Enter **UNION** as the keyword. Run the query, and then save the query as **UnionQuery**. Close all objects. | 14 |
| **8** | Create a new query in Design view based on the UnionQuery. Add the FName, LName, and Total fields to the query (in that order). Display the Total row, and then sum the Total field. | 8 |
| **9** | Sort the Total field in descending order, and then change the format of the field to currency. | 6 |
| **10** | View the new query in SQL view. Immediately after the word SELECT, add a space, and then type **TOP 4**. Save the query as **TopLawyers**, and then run the query. Close the query. | 6 |
| **11** | Create a simple report based on the TopLawyers query that will open in Layout view. Change the report title to **Top Four Lawyers** and remove the Date and Time controls. | 5 |
| **12** | In the new report, change the *SumOfTotal* caption to **Total**; change the *FName* caption to **First Name**; and then change the *LName* caption to **Last Name**. Remove the count total from below the FName field, and then save the report using the default name *TopLawyers*. Close the report. | 7 |
| **13** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |