**Students and Scholarships**

**Project Description:**

*In this project, you will assist in using a database to answer questions about scholarships awarded to students. In doing so, you will set a relationship between two tables, create single-table and multi-table queries, and set criteria to present subsets of data. You will use text, numeric, and wildcard character criteria in your queries. Finally, you will create a crosstab query.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Access. Open the downloaded database named *Go\_a02\_Grader\_EOC.accdb.* | 0 |
| 2 | Create a one-to-many relationship between the 2G Students table and the 2G Scholarships Awarded table based on the Student ID field, enforcing referential integrity. Create the relationship report, saving it with the default name. Close all open objects. | 8 |
| 3 | Create a new query in Design view based on the 2G Scholarships Awarded table. Add the Scholarship Name, Amount, and Major fields (in that order). Save the query as **Scholarships $500 or More Query**. | 5.5 |
| 4 | Sort the Scholarships $500 or More Query in Ascending order by scholarship name. Set the criteria for the Amount field to display scholarships that are greater than or equal to $500. Run the query (seven records will display). Save the query. | 6 |
| 5 | Create a copy of the Scholarships $500 or More Query in the database with the name **Scholarships 1st Qtr Query**. Redesign the query to display only the Award Date, Amount, and Student ID fields (in that order). | 5.5 |
| 6 | Remove the criteria from the Amount field in the Scholarships First Qtr Query. Sort the query in Ascending order by award date. Display only scholarships that were awarded between 1/1/16 and 3/31/16. Run the query (six records will display). Close the query and save the changes. | 5 |
| 7 | Open the Business or CIS More Than $100 Query in Design view. Enter critieria that will display scholarships that were awarded for either Business or CIS majors for amounts of more than $100. Run the query (seven records will display). Save and close the query. | 8 |
| 8 | Open the Cities Query in Design view. Enter the criteria that will display students from cities that begin with the letter A. Sort the query in Ascending order by city, then by last name. Run the query (three records will display). Save and close the query. | 8 |
| 9 | Open the Missing ZIP Query in Design view. Enter the criteria that will display all of the records for students who are missing ZIP codes. Run the query (three records will display). Save and close the query. | 5 |
| 10 | Create a new query in Design view based on both tables. Add the Scholarship Name, First Name, Last Name, and Amount fields (in that order). In the first empty column, create a new field named **Donation** that will display the donation amount when the Board of Trustees of the college donates an amount equal to 50 percent of each scholarship (that is, multiply Amount by 0.5). Save the query as **Trustee Donation Query**. | 12 |
| 11 | In Design view of the Trustee Donation Query, add a second new field named **New Value** that will display the new value of the scholarship (that is, the Amount field plus the Donation field). Run the query. | 7 |
| 12 | In Design view, format the Donation and New Value fields in the Trustee Donation Query to display in Currency format with zero decimal places. Run the query again. Save and then close the query. | 4 |
| 13 | Open the Total Scholarships by Major Query in Design view. Sort the query in descending order by amount. Add a total row to the query. Group the query by the Major field and apply the Sum function to the Amount field. Format the Amount sums as Currency with no decimal places. Run the query (six records will display) and then close it, saving the changes. | 12 |
| 14 | Use the Query Wizard to create a crosstab query based on the 2G Scholarships Awarded table. The query should display the total scholarship Amount award for each student or major with no decimal places. Use the Student ID field as row headings and the Major field as column headings. Name the query **Student ID and Major Crosstab Query**. Run the query and then close it. | 14 |
| 15 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |