**4Ever Boarding Surf and Snowboard Shop**

**Project Description:**

*In this project, you will manage a database for the 4Ever Boarding Surf and Snowboard Shop. To complete the project, you will create special-purpose queries to calculate data, and then summarize and group data for advertising cost analysis. Additionally, you will create a query to update the budgeted amount for advertisements.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Access. Download, save, and open the database named *GO\_a05\_Grader\_EOC.accdb.* | 0 |
| 2 | Create a new query in Design view using the Categories and Advertisements tables. From the Categories table, add the Category field. From the Advertisements table, add theType, Budget Amount, Design Fee, and Production Fee fields (in that order). | 15 |
| 3 | In the first empty column in the design grid, create a calculated field using the name **Cost** to add the Design Fee and the Production Fee fields. Run the query. | 10 |
| 4 | View the query in Design view. In the first empty column in the design grid, create a calculated field using the name **Over/Under Budget** to subtract the Budget Amount field from the Cost field. Run the query, and then save the query as **Cost Analysis**. Close the query. | 13 |
| 5 | Create a new query in Design view using the Categories and Advertisements tables. From the Categories table, add the Category field. From the Advertisements table, add the Objective and Budget Amount fields (in that order). | 9 |
| 6 | In Design view of the new query, display the total row and sum the Budget Amount field. Run the query, and then save the query as **Budget by Category and Objective**. Close the query. | 8 |
| 7 | Using the Query Wizard, create a new crosstab query based on the Cost Analysis query. Use the Type field as the row headings and the Category field as the column headings. Sum the Cost field, and deselect the option to summarize each row. Save the query as **Cost Analysis\_Crosstab**. Close the query. | 21 |
| 8 | Create a new query in Design view using the Categories and Advertisements tables. From the Categories table, add the Category field. From the Advertisements table, add the Budget Amount field. | 6 |
| 9 | Modify the new query to limit the results to records from the *electronic* category. | 4 |
| 10 | Change the query type to an update query. | 4 |
| 11 | Open the Advertisements table and observe that the budget amount for the first record is $250. Close the table. In the query, update the Budget Amount field by increasing it by 10%. Run the query and save the query as **Update**. Close the query. Open the Advertisements table and observe that the budget amount for the first record has been updated to $275.00. Close the table. | 10 |
| 12 | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |