**GO16\_AC\_CH01\_GRADER\_1E\_AS - Computer Club Inventory**

**Project Description:**

*In this project, you will create database objects to track the inventory of new computer parts used by the Computer Club. You will create a table and import data from Excel to create a second table. You will create a simple query, a form, and a report.*

**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 file named *a01\_grader\_a1\_Computer\_Club.accdb*, enable the content, and then open the Inventory table. | 0 |
| **2** | Beginning in the second column of the Inventory table and using the specified data types, create the following fields (in this order):  **Part** (Short Text), **Room** (Short Text), **Cabinet Location** (Short Text), **Vendor ID** (Short Text), **Price** (Currency), **Quantity in Stock** (Number). | 12 |
| **3** | Change the data type of the ID field to Short Text, rename the ID field to **Part ID**, and then save the table. | 6 |
| **4** | Add the following three records to the Inventory table and then close the table. Record 1: Part ID: **V-01** Part: **Monitor with speakers** Room: **SE110** Cabinet Location: **Cabinet A, Shelf 3** Vendor ID: **V-015** Price: **199.99** Quantity in Stock: **3**  Record 2: Part ID: **S-01** Part: **Sound Card** Room: **SE110** Cabinet Location: **Drawer A** Vendor ID: **V-002** Price: **24.99** Quantity in Stock: **10**  Record 3: Part ID: **P-01** Part: **Power Supply** Room: **SE110** Cabinet Location: **Drawer C** Vendor ID: **V-010** Price: **189.99** Quantity in Stock: **2** | 10.5 |
| **5** | Append the records from the downloaded Excel file *go\_a01\_grader\_a1\_Parts\_Inventory.xlsx* to the Inventory table and then open the table in Datasheet view (the table has 13 records). | 7 |
| **6** | Switch to Design view and delete the Room field. For the Part field, enter a description of **Enter the computer component name** and then change the field size to **50**. For the Part ID field, change the field size to **4** and then save the table. | 8 |
| **7** | Switch to Datasheet view, apply Best Fit to all of the fields in the table, save the table, and then close the table. | 0 |
| **8** | Import the records from the downloaded Excel file *go\_a01\_grader\_a1\_Vendors.xlsx* into the database as a new table named *Vendors*. Designate the first row as column headings and the Vendor ID field as the primary key. Open the Vendors table in Datasheet view (the table has 15 records). | 6 |
| **9** | Switch to Design view. For the State field, enter a description of **Enter two-letter state abbreviation** and then change the field size to **2**. For the Vendor ID field, change the field size to **5** and then save the table. | 6 |
| **10** | Switch to Datasheet view, apply Best Fit to all of the fields in the table, save the table, and then close the table. | 0 |
| **11** | Based on your Inventory table, use the Query Wizard to create a simple query. Add the Part, Cabinet Location, and Quantity in Stock fields (in that order). Keep the default name of *Inventory Query*, click Finish to display the query results, and then close the query. | 8 |
| **12** | Based on your Vendors table, use the Form tool to create a form for the table. Save the form as **Vendor Form**, display the form in Form view, and then close the form. | 8.5 |
| **13** | Based on your Inventory table, use the Report tool to create a report. Delete the Vendor ID and Price fields from the report. Save the report as **Inventory Report**. | 15 |
| **14** | Sort the Part field in ascending order. Set the width of the Part and Cabinet Location fields to **2** inches. Delete the page number from the report, save the report, and then close the report. | 13 |
| **15** | Close all database objects, close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |