**GO16\_AC\_CH01\_GRADER\_1E\_HW - Kiosk Inventory**

**Project Description:**

*In this project, you will create database objects to track the inventory of items for sale in a kiosk located in a college snack bar. 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 *go\_a01\_grader\_h1\_Kiosk\_Inventory.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):  **Item** (Short Text), **Category** (Short Text), **Campus** (Short Text), **Storage Location** (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 **Item ID**, and then save the table. | 4 |
| **4** | Add the following three records to the Inventory table and then close the table. **Item ID Item Category Campus Storage Location Price Quantity in Stock**  **C-1 Chocolate Bar Candy Southeast SE100A .89 250**  **C-2 Lollipop Candy Southeast SE100A .5 500**  **T-1 T-shirt Clothing Southeast SE100B 17.5 100** | 10.5 |
| **5** | Append the records from the downloaded Excel file *go\_a01\_grader\_h1\_Inventory.xlsx* to the Inventory table and then open the table in Datasheet view (the table has 17 records). | 10 |
| **6** | Switch to Design view and delete the Campus field. For the Category field, enter a description of **Enter the category of the item** and then change the field size to **25**. For the Item ID field, change the field size to **10** 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\_h1\_Inventory\_Storage.xlsx* into the database as a new table named Inventory Storage. Designate the first row as column headings and the Category field as the primary key. Open the Inventory Storage table in Datasheet view (the table has five records). | 12 |
| **9** | Switch to Design view. For the Location Detail field, change the field size to **30**, enter a description of **Room and bin number or alternate location of inventory item** and then save the table. | 4 |
| **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 Item, Storage 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. | 10 |
| **12** | Based on your Inventory table, use the Form tool to create a form for the table. Save the form as **Inventory 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 Category and Price fields from the report. Save the report as **Inventory Report**. | 13 |
| **14** | Sort the Item ID field in ascending order. Set the width of the Item ID field to **0.75** inch. Set the width of the Storage Location field to **1.5** inches. Delete the page number from the report, save the report, and then close the report. | 8 |
| **15** | Close all database objects, close the database, and then close Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |