**GO16\_AC\_COMP\_GRADER\_CAP2\_AS - Company Management**

**Project Description:**

*In this project, you will apply skills you practiced from the objectives in Access Chapters 4-10. You will update the current database for Frank Osei, the Vice President of Finance, as he manages the company's growth. You will modify existing tables and create a new one to track part-time employee information. In addition, you will create queries to assist Frank as he monitors the company's performance and requests that data be updated. You will also create forms and reports to display information from the current tables and queries and maintain the database.*

**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\_aCap2\_grader.accdb*. | 0 |
| **2** | Open the aCap2 Inventory table in Design view. Add a new field between Retail Price and Category. The field should be named **Cost** and it should be calculated as **[Retail Price]\*.42**. Format the field as Currency. | 4 |
| **3** | Add a new field at the bottom of the field list; name the field **Item Image** and select a Data Type that will allow an attachment. Switch to Datasheet view, saving the changes. Attach the downloaded file *aCap2\_Snowboard.jpg* to the first record in the table. Close the table. | 2 |
| **4** | Create a new table in Design view using the following information for field design and properties. Determine the appropriate Data Type based on the field details.  Field Name Field Details Field Properties  **Empl ID** ID given to each employee, primary key Field size=**5**  **First Name** Employee’s first name Field size=**18**  **Last Name** Employee’s last name Field size=**24**  **Availability** Preferred availability for scheduling Format=all capital letters  **Start** **Date** First day of employment at FRS Short date input mask  **Hourly** **Wage** Earnings per hour Required field  **Max** **Hours** The max number of hours the Must be **<=30**  employee wants to work in a week  Save the table as **aCap2** **PT** **Employees**. Close the table. | 9 |
| **5** | Create a form in Form Design. For the Record Source, use the aCap2 PT Employees table. The form should include all fields in the table. Move Availability, Start Date, Hourly Wage, and Max Hours (in that order) to a second column with about 0.5 inches separating them. Align the Empl ID and Availability fields at the top. Reduce the height of the Detail area to 2.0 inches. | 4 |
| **6** | In the Form Header, add a logo using the downloaded file *aCap2\_Logo.jpg*. Resize the logo so it is **1.5** inches wide and **0.5** inches tall. Add a title **aCap2 Part Time Employees Form**. Increase the font size of the title text to 20 points.  Add a label at the left edge of the Form Footer that reads **Form Designed by Jonathon Ardmore** Format the label text as Bold. | 4 |
| **7** | Change the background color of the Form Header and Form Footer to Blue-Gray, Text 2, Lighter 60%. Use the same color to outline the label controls in the Detail section of the form. Apply a line thickness of 3 pt. Save the form as **aCap2 PT Employees Form**. | 2 |
| **8** | In the Detail area, add an action button at the 2-inch mark on the horizontal ruler and 1.5-inch mark on the vertical ruler. The button should be used to print the current form using the default image to identify it. Name the button **btnPrtFrm**. Add a second action button about an inch to the right of the first. The second button should be used to close the form, using the default image to identify it. Name the second button **btnClsFrm**. Remove both buttons as tab stops on the form. Apply an outline that is the same color and thickness as the label controls in the form. Align the buttons their top borders. | 4 |
| **9** | Save the form. Switch to Form view. Add the following records using the form:  Empl Id First Name Last Name Availability Start Date Hourly Wage Max Hours  **CB241** **Chris** **Baker** **W** **02/15/2018 10.00 10**  **CL965 Carol Labady D 08/27/2014 11.50 25**  **LM308 Lee Matthews A 05/20/2014 14.25 30**  **DT642 David Thomas E 03/23/2016 12.00 20**  **ED032 Elaine Dietz W 10/20/2011 10.50 20**  Close the form. | 3 |
| **10** | Design a query to display the number of items (using Item Name) by Category (add the two fields in that order). Change the CountofItem Name caption to **# of Items**. Run the query, and apply Best Fit to all columns. Save the query as **aCap2 Inventory Query**. Close the query. | 4 |
| **11** | Design a query to update the Retail Price for all **Shoes** to reflect a 15% discount (adding the Retail Price field first, and then the Category field). The new retail price will be 85% of the original price. Save the query as **aCap2 Update Query**. Run the query only once. Close the query. | 4 |
| **12** | Design a query to display each part-time employee’s First Name, Last Name, Hourly Wage, Max Hours, and **Max Earnings**, which will be calculated by multiplying the Hourly Wage by the Max Hours. Add the fields in this order. Run the query. Save the query as **aCap2 Calculated Query**. Close the query. | 5 |
| **13** | Design a query to display the Company, Category, and Retail Price (in that order) for all records. Run the query. Save the query as **aCap2 Crosstab Setup Query**. Close the query.  Use the Query Wizard to create a crosstab query based on aCap2 Crosstab Setup Query. Display Company as the row heading, Category as the column heading, and an average of Retail Price. Do not display row sums. Save the query as **aCap2 Crosstab Query**. View the query results. AutoFit all columns. Close the query, saving changes. | 5 |
| **14** | Select the aCap2 Crosstab Query, and using the Report Wizard, create a crosstab report. Display all fields in the report. There will be no grouping. Sort the report by Company, in ascending order. Use a tabular format and Landscape orientation. Title the report **aCap2 Average Retail Prices by Category and Company**. Save the report as **aCap2 Average Retail Prices by Category and Company**. Close the report. | 4 |
| **15** | Create a report in Design view based on the aCap2 Inventory table. Display the following fields in the report: Item Name, Retail Price, Category, and Sport (in that order). Place them at the 1.5-inch mark on the horizontal ruler and one dot below the Detail section bar. Save the report as **aCap2 Inventory by Sport Report**. | 4 |
| **16** | Group the report by Sport with a footer section. Keep the whole group together on one page. Move the Sport controls to the Sport Header section. Delete the Sport label control, and then move the Sport textbox control to the left edge of the Sport Header section. Sort the report by Item Name, in ascending order. | 3 |
| **17** | Reduce the height of the Detail section to 1 inch. In the Report Header, add a logo using the downloaded file *aCap2\_Logo.jpg*. Resize it to **1.5** inches wide and **0.5** inches high. | 2 |
| **18** | In the Report Header, add the title **aCap2 Inventory by Sport**. Bold and Center the title. Resize the title control so that the right edge aligns with the 6-inch mark on the horizontal ruler. | 1 |
| **19** | In the Sport Footer add a calculation that will count the number of items per sport. Add a label containing the text **Total Number of Items** to the left of the total control. In the Report Footer, add a calculation that will count the number of items per sport for the report. Add a label containing the text **Total Inventory Items** to the left of the total control. | 3 |
| **20** | Add a line at the bottom of the Sport Footer that extends from the 0-inch mark to the 6.75-inch mark on the horizontal ruler. Change the outline color to Blue, Accent 1, Darker 25% and line thickness to 2pt. Change the font color of the label control and text box control in the Sport Footer to Blue-Gray, Text 2. Change the border style of the outline around the Sport Footer to transparent. | 4 |
| **21** | Add Page N of M numbering in the bottom center of the page. Resize the width of the report to **7.25** inches. In the Report Footer, add a label control beginning at the 4.25 inch mark on the horizontal ruler and aligned at the right edge of the report. It should read **Form Designed by Jonathon Ardmore**   Save the report. Close the report. | 2 |
| **22** | Create a macro with a comment: **Purpose:** **To open the aCap2 Applicants Form for editing**   In the Show/Hide group, be sure the Show All Actions button is active Save the macro as **OpenAppForm**. | 2 |
| **23** | In the Macro Designer, add the action DisplayHourglassPointer, and then add the Comment **Displays the busy icon**   Add the Echo action, change the Echo On box to No, and add the Status Bar Text **Macro is executing** | 2 |
| **24** | In the Macro Designer, add the action OpenForm to open the aCap2 Applicants Form in Form view and Edit Mode. Add a comment that reads **Displays the aCap2 Applicants Form** | 2 |
| **25** | In the Macro Designer, add an Echo action. In the Echo Action Block, be sure the Echo On box is set to Yes. Add a DisplayHourglassPointer action. In the DisplayHourglassPointer Action Block, change the Hourglass On box to No. Add a Comment that reads **Displays mouse pointer** | 2 |
| **26** | In the Macro Designer, add a MessageBox action. Type a message that displays **Confidential! For use by the Human Resources Department ONLY**   Add a Beep, and a Warning! Icon. Title the Message box **Confidential Information**. Add a Comment that reads **Displays a security message**  Close the Macro Designer, saving changes. | 2 |
| **27** | Create a table in the database by importing the downloaded Excel workbook named *aCap2\_Hours\_Scheduled.xlsx*. Indicate that the first row contains column headings and choose Empl ID as the primary key. Name the table **aCap2 1st Q Hours**. Do not save the import steps. | 3 |
| **28** | Merge the aCap2 Suppliers table with the *aCap2\_Advertising\_Letter.docx* file. Maximize the Word window. Delete the words *Inside Address*, and insert the Address Block field in its place. Insert the Company field after the space following *Attention*. Save the main document as **aCap2\_Ltr\_Main**. Use the Snipping Tool to create a screenshot of your screen, and save the file as a JPEG using the file name **LtrMain**.   In the database, create a Blank Form, and then insert the picture file on the Format tab on the Property sheet. Save the form as **aCap2 Merge**. Close the form. | 5 |
| **29** | Open the aCap2 Pricing Report in Design view. Increase the height of the Report Footer section to the 3-inch mark on the vertical ruler. Open the downloaded Excel workbook *aCap2\_Average\_Prices.xlsx*. Copy and Paste the chart into the Report Footer section in the report Save and close the report. | 2 |
| **30** | Create a Navigation form using the Horizontal Tabs layout. Close the Field List. Add the aCap2 Pricing Report and the aCap2 Inventory by Sport Report to the Navigation Form. Save the form as **aCap2 Navigation**. Close the form. | 3 |
| **31** | From Backstage view, display the Access Options dialog box. For the Current Database, set the Application Title as **Front Range Action Sports**. Set the Display Form as aCap2 Navigation. | 4 |
| **32** | Customize the Quick Access toolbar for the current database only by adding the New and Quick Print icons. Click OK to close the dialog box. Click OK to close the message box. | 0 |
| **33** | Close all database objects. Close the database and then close Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |