**GO16\_AC\_CH02\_GRADER\_2F\_AS - Events and Clients**

**Project Description:**

*In this project, you will use a database to answer questions about facilities that the college rents to community and private organizations. You will import an Excel spreadsheet as a new table in the database, create a relationship between two tables, and create queries using numeric, compound, and wildcard criteria using the fields in one or both tables. You will create calculated fields, group data when calculating statistics, create a crosstab query, and create a parameter query.*

**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\_a02\_grader\_a2\_Events\_Clients.accdb*. | 0 |
| **2** | Import the records from the downloaded Excel file named *go\_a02\_grader\_a2\_Rental\_Clients.xlsx* as a new table named **Rental Clients** into the database. Use the first row of the Excel worksheet as the table column headings, and set Rental Client ID as the primary key. Complete the wizard and do not save the import steps. After importing the data, open the Rental Clients table, apply Best Fit to the table, and then save and close the table. | 5 |
| **3** | Using Rental Client ID as the common field, create a one-to-many relationship between the Rental Clients table and the Events table. Enforce referential integrity and enable both cascade options. Create a relationship report with normal margins, and then save the report as **Relationships Report**. Close all open objects. | 7 |
| **4** | Create a query in Query Design view based on the Events table. Add the following fields to the design grid in the order given: Event Name, Rental Client ID, Rental Fee, and Facility. Sort the records in ascending order by the Rental Client ID field. Set the criteria so that when you run the query only those records display if the rental fee is greater than or equal to **500**. Run the query (11 records display). Save the query as **Fees $500 or More Query**, and then close the query. | 8 |
| **5** | Copy the Fees $500 or More Query to create a new query with the name **Jul-Aug Afternoon Events Query**. Redesign the query so that the following fields display in the order given: Event Name, Time, Date, Rental Fee, and Event ID. Sort the records in ascending order by the Date field. Do not restrict the results by Rental Fee. Set the criteria so that when you run the query only those records display if the time is in the **afternoon** and the date is **between 7/1/19 and 8/31/19**. Do not display the Time field in the query results. Run the query (four records display). Close the query, saving the changes to the query. | 12 |
| **6** | Create a query in Query Design view based on the Events table. Add the following fields to the design grid in the order given: Event Name, Event Type, Facility, and Rental Fee. Sort the records in ascending order by the Facility field and in descending order by the Rental Fee field. Set the criteria so that when you run the query only those records display for a facility of **White Sands Music Hall or Theater** and a rental fee that is greater than **500**. Run the query (three records display). Save the query as **WS OR Theater Over $500 Query**, and then close the query. | 12 |
| **7** | Create a query in Query Design view based on both tables. Add the following fields to the design grid in the order given: Event Name, Facility, Renter Name, and Rental Fee. Sort the records in descending order by the Rental Fee field. Set the criteria so that when you run the query only those records display for a facility that has **field** in any part of its name. Run the query (five records display). Save the query as **Field Usage Query**, and then close the query. | 10 |
| **8** | Create a query in Query Design view based on the Events table. Add the following fields to the design grid in the order given: Event ID and Rental Fee. Sort the records in ascending order by the Event ID field. In the third column of the design grid, create a new field named **Alumni Donation** that will calculate and display the donation amount when the Alumni Association donates an amount equal to 10 percent (**0.1**) of each rental fee amount. Run the query (the first record—EVENT-1244—has an Alumni Donation of 150). | 7 |
| **9** | Display the query in Design view. In the fourth column of the design grid, create a new field named **Total Donation** that will calculate and display the total donation when the rental fee amount is added to the alumni's donation amount. Run the query (the first record—EVENT-1244—has a Total Donation of $1650). | 3 |
| **10** | Display the query in Design view. Use the Property Sheet to format the Alumni Donation field as Currency with 0 decimal places and the Total Donation field with 0 decimal places, and then close the Property Sheet. Run the query, apply Best Fit to the fields, save the query as **Alumni Donation Query**, and then close the query. | 4 |
| **11** | Create a query in Query Design view based on the Events table. Add the following fields to the design grid in the order given: Event Type and Rental Fee. Sort the records in descending order by the Rental Fee field. Sum the Rental Fee field. Use the Property Sheet to format the Rental Fee field with 0 decimal places, and then close the Property Sheet. Run the query (for the Event Type of Sports, the sum of the rental fees is $8,900). Apply Best Fit to the fields, save the query as **Fees by Event Query**, and then close the query. | 10 |
| **12** | Use the Query Wizard to create a crosstab query based on the Events table with the Time field as row headings and the Event Type field as column headings. Sum the Rental Fee field, and name the query **Event Time and Type Crosstab Query**. Display the query in Design view. Use the Property Sheet to format the last two columns with 0 decimal places, and then close the Property Sheet. Run the query, apply Best Fit to the fields, save the query, and then close the query. | 11 |
| **13** | Create a query in Query Design view based on the Rental Clients table. Add the following fields to the design grid in the order given: Renter Name, Contact, Phone Number, and City. Sort the records in ascending order by the Renter Name field. Set the criteria so that when you run the query you are prompted to **Enter the City**. Run the query, and when prompted, enter **austin** as the criteria (two records display). Save the query as **City Parameter Query**, and then close the query. | 11 |
| **14** | Be sure that all database objects are closed, open the Navigation Pane, and then close Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |