**GO16\_AC\_CH10\_GRADER\_10G\_AS - Equipment Sales**

**Project Description:**

*In this project, you will create a confidential query that lists the three sellers who have generated the most business for the company. You will create two queries using SQL view, join them in a union query, and then build another query summarizing the union query. Finally, you will create a report listing the top three sellers returned by the query.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Download, save, and open the Access database named *go\_a10\_Grader\_a3.accdb*. | 0 |
| **2** | Open the ServiceSalesQuery and then switch to SQL view. Change the caption for the calculated field to **Total** and then run the query. Save the query, and then switch back to SQL view. | 8 |
| **3** | Create a new query in Design view. Without adding any tables to the query, switch to SQL view. Using the ServiceSalesQuery as a guide, write a SELECT statement that displays the LastName field from the SalesDept table. | 12 |
| **4** | In the query, add a field to the SELECT clause that displays the Price field from the EquipSales table. Add a SQL aggregate function to the Price field to calculate the total price. Set the caption for the calculated field as **Total**. | 12 |
| **5** | On the second line, add a FROM clause that joins the SalesDept table to the EquipSales table with an inner join that uses the EmpID field in the SalesDept table and the CoRep field from the EquipSales table. | 12 |
| **6** | Copy the GROUP BY clause from ServiceSalesQuery and paste it into the current query on the third line. Run the query, and then save the query as **EquipSalesQuery**. Switch back to SQL view. | 10 |
| **7** | Create a new query in Design view. Without adding any tables to the query, change the query type to Union. Copy the SQL statements from the ServiceSalesQuery and paste them into the new query. Leaving one blank line after the query, enter **UNION** as the keyword. Leaving one blank space following the keyword, copy the SQL statements from the EquipSalesQuery and paste them into the new query. Run the query, and then save the query as **UnionQuery**. Close all objects. | 14 |
| **8** | Create a new query in Design view based on the UnionQuery. Add the LastName and Total fields to the query (in that order). Display the Total row and then sum the Total field. | 8 |
| **9** | Sort the Total field in descending order, and then change the format of the field to currency. | 6 |
| **10** | View the new query in SQL view. Immediately after the word SELECT, add a space, and then type **TOP 3**. Save the query as **TopSellers**, and then run the query. Close the query. | 6 |
| **11** | Create a simple report based on the TopSellers query that will open in Layout view. Change the report title to **Top Three Sellers** and remove the Date and Time controls. | 5 |
| **12** | In the new report, change the *SumOfTotal* caption to **Total**; change the LastName caption to **Last Name**. Remove the total and line controls from the bottom of the Total column, and then save the report using the default name *TopSellers*. Close the report. | 7 |
| **13** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |