152-124 Introduction to Database – 30 Points
Project 2
Part A Overview:

Northwind Traders, an international gourmet food distributor, is concerned about shipping delays over the last six months. Review the orders over the past six months and identify any order that was not shipped within 30 days. Each customer that falls within that time frame will be called to inquire about any problems the delay may have caused. In addition, an order summary and an order summary by country will be created.
Project Steps:

1) Database (2 pts)

a) Download the database from Blackboard. The name is: **Project2Axxx.accdb**
Rename the database **project2A_XXX.accdb** where XXX is modified with your initials.
b) Open the renamed database
c) Open the Employees table
d) Find the employee record for *Rachael Eliza*
e) Modify the name *Rachael Eliza* with your name
f) Close the Employees table

2) Create a New Query (6 pts)

a) In the **project2A_XXX.accdb**, create a query using query design to calculate the number of days between the date an order was placed and the date the order was shipped for each order. The query results will be a list of orders that took more than 30 days to ship. The salespeople will be calling each customer to see if there was any problem with their order(s).

b) Using the Query Design, create a query meeting the following specifications:

i) Using the Relationships window, determine which tables you need to include the following fields in the results: CompanyName, ContactName, Phone, OrderID, LastName, OrderDate, and ShippedDate.
ii) Run the query and examine the records for accuracy. (Should be 830 records).
iii) Save the query as **Shipping Efficiency**
iv) Add a calculated field named DaysToShip to calculate the number of days taken to fill each order. (*Hint*: The expression will include the OrderDate and the ShippedDate; the results will not contain negative numbers.)
v) Save the modifications to the **Shipping Efficiency** query.
vi) Run the query and examine the records for accuracy.
vii) Add criteria to limit the query results to include any order that took more than 30 days to ship.
viii) Sort the query by ascending OrderID.
ix) Modify the caption for the LastName field to "Sales Rep".
x) Run the query and examine the results for accuracy. (should have 47 records now)
xi) Save the modifications to the **Shipping Efficiency** query.

3) Order Summary Query (6 pts)

a) Create a query that will show the total amount of each order in one column and the total discount amount in another column.
b) Using Query Design, add the following tables: **Products**, **Order Details, Orders,** and **Customers**.
c) Add the fields OrderID and OrderDate to the query.
d) Click **Totals** in the Show/Hide Group and make sure the **Total** row for both fields should be **Group By**.
e) Add a calculated field called **ExtendedAmount**. The calculations will be **Quantity * UnitPrice**.

1) The **ExtendedAmount** field will calculate the total amount for each order. Format the
ExtendedAmount field as currency.
2) Modify the **ExtendedAmount**'s Total row to **Sum**.
3) Add the **Total Dollars** caption to the ExtendedAmount field
4) Add a calculated field called **DiscountAmount**. The calculations will be **Quantity * UnitPrice*Discount.**
5) The **DiscountAmount** wlill calculate the total discount for each order. Format the calculated field as Currency.
6) Modify the **DiscountAmount**'s Total row to **Sum**.
7) Add the **Discount Amt** caption to the DiscountAmount field
(Note: Access will change Sum in the Totals row to Expression. That is okay.)

f) Run the query and examine the results for accuracy.
g) Save the query as **Order Summary**.
h) Modify the query to display only orders that were created in 2012
i) Enter the expression **Between 1/1/2012 and 12/31/2012** in the criteria of **OrderDate**.
j) For the **OrderDate** field, Change the **Total** row to **Where**.
(Note: Access will uncheck the Show box for OrderDate. That is okay.)
k) Run the query and examine the results for accuracy.
l) Save the modifications to the **Order Summary** query.

4) Order Summary by Country Query (6 pts)

a) Create a query that will enable you to analyze the orders by country.
b) Create a copy of the **Order Summary** query and save it as **Order Summary by Country**.
c) In the newly created **Order Summary by Country** query, replace the OrderID field with the Country field.
d) Run the query and examine the results for accuracy. There should be 21 countries listed.
e) Modify the sort order so that the country with the highest Total Dollars is first and the country with the lowest Total Dollars is last. (Do the sort in Design View)
f) Run the query and examine the results for accuracy.
g) Save the modifications to the **Order Summary by Country** query.

5) Close the database

Part B Overview:
Your boss asked you to prepare a schedule for each speaker for the national conference being hosted next year on your campus. She wants to mail the schedules to the speakers so that they can provide feedback on the schedule prior to its publication. You assure her that you can accomplish this task with Access.
Project Steps:

1) Database (2 pts)

a) Download the database from Blackboard. The name is: **Project2B_XXX.accdb**
Rename the database **project2B_XXX.accdb** where XXX is modified with your initials.
b) Open the renamed database
c) Open the Speakers table
d) Modify *Your_Name* with your name
e) Close the Speakers table

2) Create a Form (4 pts)

a) Use the Form tool to create a form to add and update Speakers.
b) Select the **Speakers** table as the record source for the form.
c) Use the **Form tool** to create a new stacked form
d) Change the title to **Enter/Edit Speakers**
e) Reduce the width of the text box controls to **50%**
f) Delete the Sessions subform
g) Add a new label control in the Form Footer that says **Contact Elaine Carey if you have questions about Speakers**.
h) View the form and data in Form view to verify your output.
i) Sort the records by LastName.
j) Locate your name.
k) Save the form as **Edit Speakers**.
l) Close the form.

3) Create a Report (4 pts)

a) Create a report based on the Speaker and Room Schedule query.
b) Select the **Speaker and Room Schedule** query as the record source for the report
c) Activate the Report Wizard and use the following options as you go through the Wizard
i) Select all of the available fields for the report
ii) View the data by Speakers
iii) Verify that LastName and FirstName will provide grouping levels
iv) Use **Date** as the primary sort field
v) Accept the **Stepped** and **Portrait** options
vi) Name the report **Speaker Schedule**
vii) Switch to Layout view and apply the **Module** theme to only this report
d) Preview the report
e) Adjust the column widths if necessary to ensure all data displays appropriately
f) Save the report
g) Close the report

4) Close the Database.

PROJECT SUBMISSION

1) Submit your completed **project2A_XXX.accdb** and **project2B_XXX.accdb** to Blackboard.

2) Verify that both of your files were submitted by going into MyGrades, selecting the "!", and verifying that both files were submitted.