Assignment 4:
Microsoft Access Forms and Reports

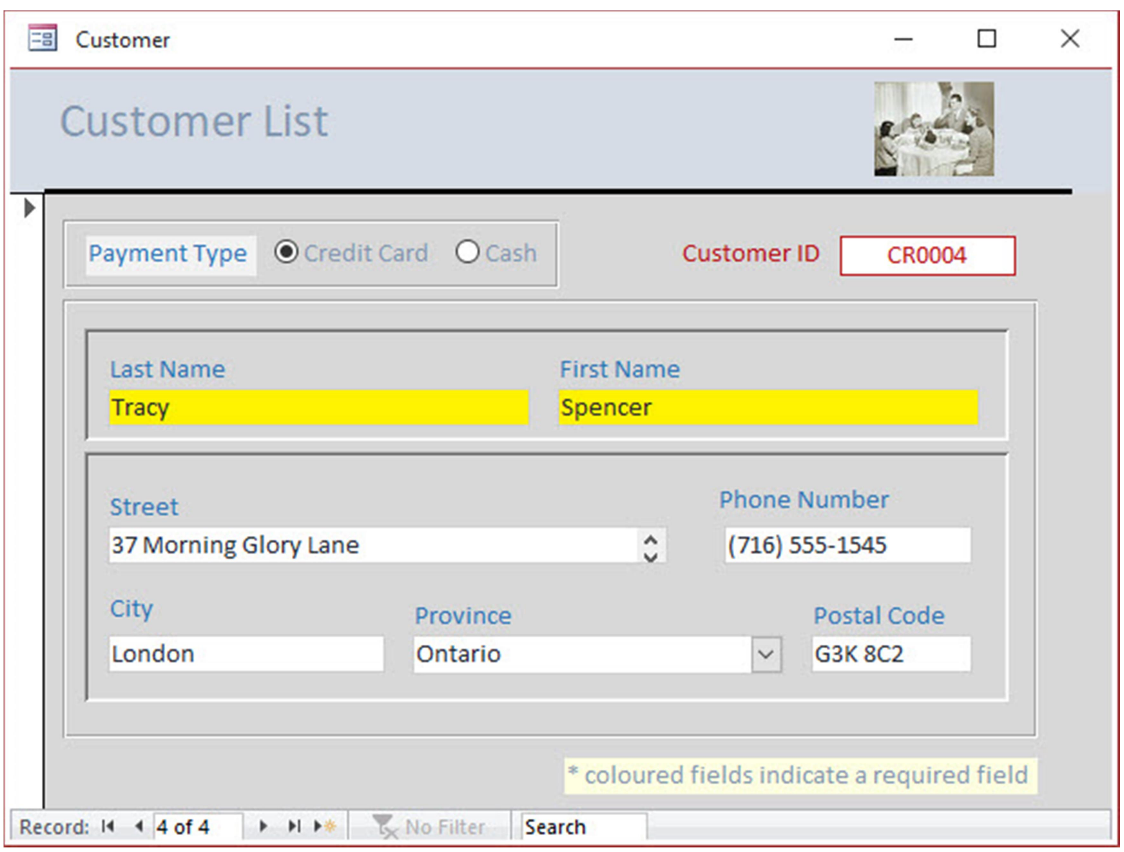
Due Date: Wednesday, October 30 by 6:00 pm.
Late Policy: This assignment will be accepted up to one (1) day late.
Assignments submitted after Oct. 30 at 6:00 PM but before Oct. 31 at 6:00 AM will be deducted 10% of the total grade.
Assignments submitted after Oct. 31 at 6:00 AM but before Oct. 31 at 6:00 PM will be deducted 25% of the total grade.
Assignments submission will be closed at 6:00 PM on Oct. 31 and no assignments can be submitted to OWL after that time.

Create an exact copy of your database from Assignment Three (*youraccountname*_Service.accdb) and name the copy *youraccountname*_Service_2.accdb

Project 1: Normalize a table
Using your CUSTOMER table in the copied database, normalize the **Province** field.

Project 2: Microsoft Access Form
Create a form based on the Customer Data you created in Assignment Three (3).

The input form should have a format similar to (but does not have to be exactly like) the following:



Create a new form named “Customers” that meets the following specifications:

a) Form must contain every field from the Customer table.

b) Create the form so that the fields appear in the following order as shown above.

c) Change the **tab order** of the controls so that the user tabs through the controls from left to right, top to bottom.

d) Set the **Enabled** property of the CustomerID to **No** because the user does not input this value.

e) Use a different background colour for the labels of the required fields (based on your choices) and emphasize that these fields are required by including a note at the bottom of the form to explain the coloured fields. [Last Name is just an example – you choose which are required]

f) The Payment Type field MUST be a Radio Button as shown above.

g) The Province Field MUST be a Combo Box as shown above with all the provincial and territories names as the possible options. Restrict entry to just these values. (hint: Limit to List). You must display (show) the actual province/territory name, BUT you MUST store the foreign key of the normalized table used as the lookup for this field.

h) Set the **tab stop** property of **Payment Type** to “No” because the user should enter this using their mouse.

i) Insert a form header with the title “Customer List” and any appropriate(?) image.

j) You must show the two separate groups of fields as shown above by the two sunken boxes.

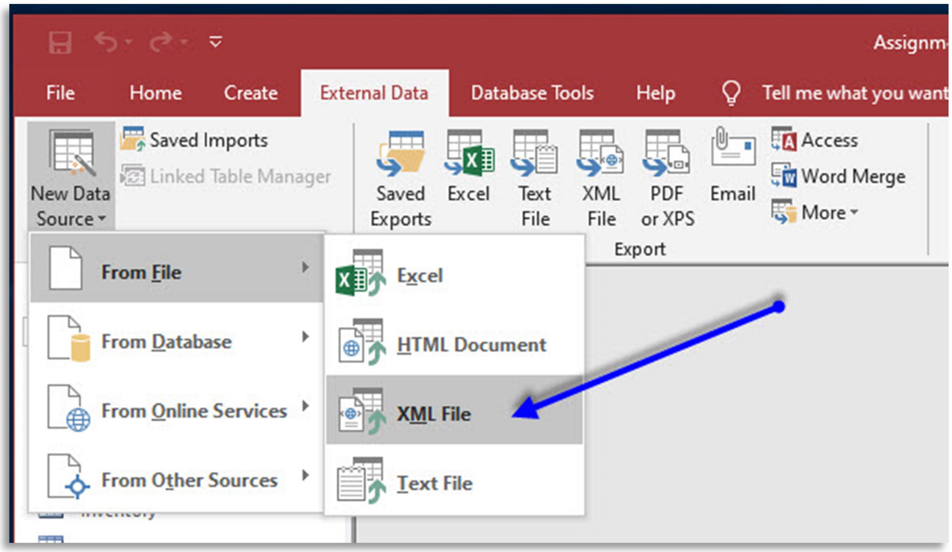
k) Arrange the fields on the input form in an appropriate manner (placement and size of fields)
note: this is a base example for placement only.
you can enhance the form if you wish as long as the fields are in this order
and the grouping is maintained.

l) Using the form (NOT the datasheet – the TAs will test using the Form only) add a new customer data to the database using your instructor’s name as the customer’s First and Last Name. (HINT: First Name is Max (NOT ‘Louis’)
.

Complete the above as required saving the form in “youraccountname_Service_2.accdb”. .

Project 3: Create a Report in Microsoft Access

Upload the “Supplies.xml" file into your MS Access database that you created in Project 1 (*youraccountname*_Service_2.accdb) using the XML data import utility. This table will contain data you are tracking regarding the supplies your company uses.



1. Create a report based on the imported table "SUPPLIES". The report can be created using the Report Wizard and then altered accordingly to meet the following specifications:

    a. Group the information by the **Category** field.

    b. Sort the **Item Description** in ascending order on the report.

    c. Calculate the totals Units, Price and Totals for each Category item.

    d. Calculate a total for Units, Price and Totals for the entire report.

    e. Edit the report to produce a report as shown below.

    f. Title the report – "your company name" Company Inventory. (i.e. replace the 'XYZ' in the example with the name of your company from Assignment One.

    g. Adjust all of the fields to fit the columns values. Ensure that report information appears appropriately and change the page layout to Landscape if required.

    h. Align all of the totals information for Units, Price and Totals.

    i. Display all dollar amounts as currency.

    j. Display the total number of records in each Item Category
       (Summary for 'Item Category' = ….)

    k. Create the report as shown below:

XYZ Company Inventory

Item Catagory	Desription	Inventory ID	Current Units	Price (each)	Total Cost
CONSUMABLES					
	Coffe Pods	33995	18	9.99	$179.82
	Soft Drinks	58900	19	17.99	$341.81
Summary for 'Item Category' = CONSUMABLES (2 detail records)					
Category Totals			37	$27.98	$521.63
MATERIAL					
	Client Chairs	22980	10	59.99	$599.90
	Desks	10344	7	164.99	$1,154.93
	Lamps	33245	12	49.99	$599.88
	Office Chairs	22054	7	69.99	$489.93
	Picture Frames	44556	8	39.99	$319.92
Summary for 'Item Category' = MATERIAL (5 detail records)					
Category Totals			44	$384.95	$3,164.56
OFFICE					
	Copier Toner	10650	6	159.99	$959.94
	Lightbulbs	44922	16	12.99	$207.84
	Paper (8x10)	10232	25	9.99	$249.75
	PAPER (8X14)	44339	80	10.99	$879.20
	Paper Clips	22888	30	5.99	$179.70
	Pencils	53210	25	8.99	$224.75
	Pens	21288	140	2.99	$418.60
	Tissues	33989	14	4.99	$69.86
Summary for 'Item Category' = OFFICE (8 detail records)					
Category Totals			336	$216.92	$3,189.64
Grand Total			417	$629.85	$6,875.83

Sunday, October 20, 2019

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Project 4: Information Systems Questions about Your Company

Create a one page MS Word document and complete the following questions pertaining to the business you described in Assignment One (1).

Each answer must be comprehensive (more than one sentence). Each answer requires at least four sentences. The entire Project 4 should be at least approximately 400 words. It is expected that some thought and explanation is included in this section.

Each answer must be comprehensive (more than one sentence). Each answer requires at least four sentences. The entire Project 4 should be approximately 400 words (i.e. what is being graded is the quality of your answer, not the quantity. 'Brevity is the soul of wit'. It is expected that some thought and explanation is included in this section. If the questions can each be answered in only two or three sentences, then the student will receive full marks. BUT, an intelligent answer is required. If you just type in something just to complete the assignment, then your grade will reflect the amount of effort and thought you put into each answer.)

1.) Identify which of Porter's Five Forces might influence your company the most and why.

2.) Which competitive strategy (Cost + Differentiation) does your company position itself any why.

The format of this document should be identical to format you used in Assignment One (1).
Place your name, followed by the company name at the top.
Fill in the required information after.

At the end of the document, include your name, Student number and Western ID (the first part of your Western email (i.e. if your email is – **dernt373@uwo.ca** your ID will be – **dernt373**)
Formatting is not important as long as the document is easy to follow:

This document must be a Word file saved and submitted as a .docx file
The name must be a combination of your Western Account Name and the name of your company.
The file name must be youraccountname_companyname_A4.docx
- example (from above) dernt373_MaggicSoftware_A4.docx

Submission Instructions:

You must **upload and submit**, via the CS1032 Web Site, the following two (2) files:

*youraccountname*_Service_2.accdb
youraccountname_companyname_A4docx