

Microsoft Access 2016 – Final Exam Part 1

Creating an Electronic Accessories Database

Purpose: To demonstrate the ability to create a database, queries, and a form.

Problem: An electronics store wants to keep track of its sales representatives for its various outlets. The database it will use consists of two tables. The Outlets table contains data on the particular outlet store. The Sales Rep table contains pertinent data about the electronics store's sales representatives.

Instructions:

1. Create a new database to store the two tables related to the electronics store. Call the database, **GetItNow Electronics**.
2. Create the sales representatives table using the structure shown in Table A1A – 1. Make the Sales Rep ID the primary key. Use the name, Sales Rep, for the table.
3. Add the data shown in Table A1A – 2 to the Sales Rep table.
4. Use the name, **Sales Rep** for the table.
5. Create the Outlets table using the structure shown in Table A1A – 3. Make the Outlet ID the primary key. Use the name, **Outlets** for the table.
6. Add the data shown in Table A1A – 4.
7. Save the Outlets table.
8. Create a query using the Simple Query Wizard for the Sales Rep table. Include the Sales Rep ID, Full Name, Outlet ID, Quota, and YTD Sales in the query. Save the query as **Sales Rep Query**.
9. Open the Sales Rep Query and add a criterion to limit retrieval to those sales representatives located in outlet GINE 11. Save the query as **Sales Rep – GINE 11 Query**.
10. Open the Sales Rep Query and add a criterion to limit retrieval to those sales representatives who have the number “3” anywhere in their Sales Rep ID. Save the query as **Sales Rep – ID with 3 Query**.
11. Open the Sales Rep Query and add a criterion to limit retrieval to those sales representatives located in outlet GINE11 and YTD Sales is greater than \$3,000,000. Save the query as **Sales Rep – GINE 11 and Sales Over 3 Million Query**.
12. Open the Sales Rep Query and add a criterion to limit retrieval to those sales representatives located in outlet GINE 11 or located in outlet GINE17. Save the query as **Sales Rep – GINE 11 or GINE 17**.
13. Create a simple form for the Sales Rep table. Use the name, **Sales Rep Form**, for the form.
14. Upload the database to the **Access Final Exam Part 1** link in Blackboard.

↳ **Structure of the Sales Rep table --** Do this in Design View**

Field Name	Data Type	Field Size	Primary Key?	Description
Sales Rep ID	Short Text	3	Yes	Sales Representative ID (Primary Key)
Full Name	Short Text	30		
Gender	Short Text	1		Gender (M or F)
Age	Number			
Hire Date	Date/Time			
Outlet ID	Short Text	7		Outlet ID
Quota	Currency			
YTD Sales	Currency			Year to date sales amount

Table A1A – 1

↳ **Data for the Sales Rep table---** Do this in Datasheet View**

Sales Rep ID	Name	Gender	Age	Hire Date	Store ID	Quota	YTD Sales
321	ENTER YOUR LAST NAME, FIRST NAME	ENTER YOUR GENDER	24	3/12/2001	GINE 11	3,656,640	3,336,300
101	Battistini, Jorge	M	26	7/2/2001	GINE 15	3,371,092	1,960,932
205	Lambert, Paul	M	35	3/16/2002	GINE 11	1,768,442	1,525,237
613	Brunell, Candace	F	36	6/1/2002	GINE 17	3,000,264	2,078,386
475	Dunn, Alan	M	39	6/6/2002	GINE 26	1,652,836	1,432,701
125	Lyon, Jody	F	27	8/3/2002	GINE 15	2,280,900	1,548,311
324	Bulger, Gloria	F	25	12/23/2002	GINE 15	2,651,270	2,451,454
140	Lopez, Maria	F	25	6/3/2004	GINE 17	1,837,213	1,563,140
285	Dillig, Henry	M	42	11/21/2006	GINE 11	3,899,402	1,916,753
512	Kahn, Ramesh	M	44	4/6/2007	GINE 26	3,426,535	3,292,270
678	Chiu, Leslie	F	36	7/15/2007	GINE 26	3,218,514	2,514,181
287	Wochos, Lisa	F	30	10/21/2007	GINE 15	2,648,883	2,188,106
465	Cataldo, Lydia	F	25	11/15/2007	GINE 11	3,668,028	2,846,910

Table A1A – 2

↳ **Structure of the Outlets table----******Do this in Design View**

Field Name	Data Type	Field Size	Primary Key?	Description
Outlet ID	Short Text	7	Yes	Outlet ID (Primary Key)
Address	Short Text	30		Outlet Address
City	Short Text	20		
State	Short Text	2		
Zip	Short Text	5		

Table A1A – 3

↳ **Data for the Outlets table----****Do this in Datasheet View**

Outlet ID	Address	City	State	Zip
GINE 11	1298 Western Court	Bedlam	CA	34896
GINE 15	25 Parkington Palace	Southtown	CA	39746
GINE 17	1212 Mocking Bird	Ambervson	CA	38957
GINE 26	774 Oakland	Parkville	CA	38974

Table A1A – 4