Microsoft Access 2013 Chapter 1 – Lab Test A

Creating an Electronic Accessories Database

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

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: The structure for the Outlets table is shown in Table A1A – 1 and the data is shown in Table A1A – 2. The structure for the Sales Rep table is shown in Table A1A – 3 and the data is shown in Table A1A – 4.

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. Save the Sales Rep table and print it.

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 and print it.

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. Create a simple form for the Sales Rep table. Use the name, Sales Rep Form, for the form.

11. Create the report shown in Figure A1A – 1 for the Sales Rep table. Add totals for the Quota and YTD Sales.

12. Change the database properties, as specified by your instructor. Submit the database in the format specified by your instructor.

**Structure of the Sales Rep table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sales Rep ID** | **Name** | **Gender** | **Age** | **Hire Date** | **Store ID** | **Quota** | **YTD Sales** |
| 321 | Moeller, Pierre | M | 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |

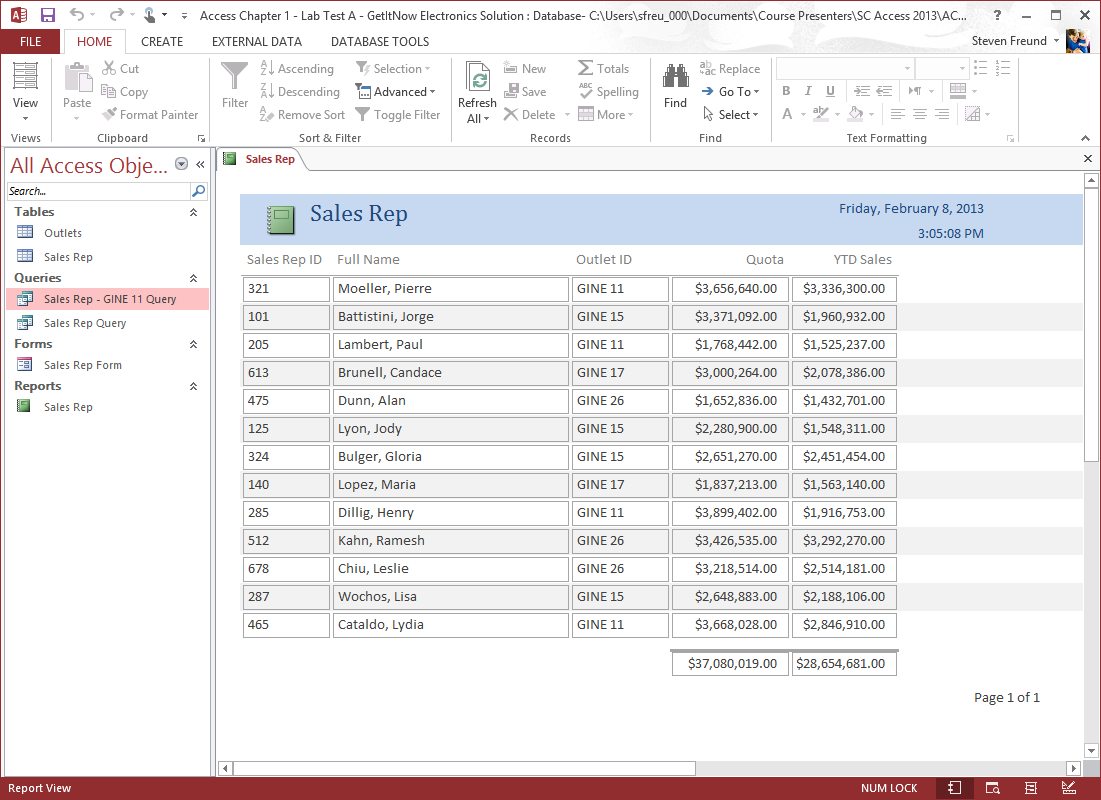
Table A1A – 3

**Data for the Outlets table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |



**Figure A1A – 1**