

Instructions to the MS PowerPoint Specialist (Continued)



10. On **slide 6**, include the following:

- In the heading text box, key the following title:

STRENGTHS AND WEAKNESSES

- In the body text box, key the following content, formatting the two responses using bullets:

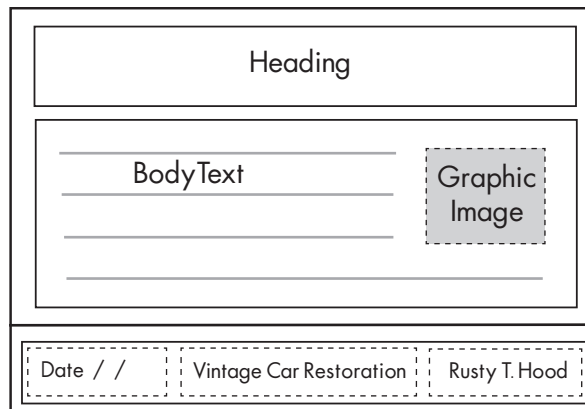
Strengths:

- Very complete list of topics
- Easy progression of material to read

Weaknesses:

- A little over-priced
- Quite a few pages to complete prior to the class beginning

- Insert a graphic image to enhance the text being presented on this slide. Resize the image so that it is in proportion with the other elements on the slide.



11. Run the slide show and carefully proofread your work for accuracy, design, and format.
12. Resave the file.
13. Print a copy of your presentation as handouts (3 or 6 slides per page) if required by your instructor.
14. If required, present this presentation to your instructor and/or your class.

Access Specialist

Included in this section:

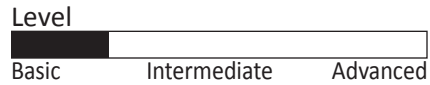
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As the Microsoft Access Specialist for The Office Specialist.com, you will use Microsoft Access to create databases for your clients. It is important that you input data in a consistent manner to ensure accurate results. Most projects include a sample database structure, which includes the field name and the data type. Use this information to set up the database table.



Project #: A-1

Access Specialist



Project Title

Employee Database

New Skills:

- Creating a database
- Naming and saving a database
- Creating a table
- Defining a database table structure
- Saving a table
- Adjusting column widths
- Changing the page setup to landscape
- Printing a table



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Squeaky Clean

Lawn Enforcement

College Concierge

Lettuce-Do-Lunch

Jazz My Wheels

Access Specialist
Project #: A-1

Customer Name: Squeaky Clean

Assigned to: You, the MS Access Specialist

Project Title: Employee Database

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 15.

Project Description

Squeaky Clean is in need of an employee database to keep track of its growing workforce. They don't have a human resources department, so they want a simple database that the office manager can maintain. They have asked The Office Specialist.com to create it for them.

Your Job

As the Microsoft Access Specialist, you will create a new database to keep track of the employees of Squeaky Clean.

Tips and Strategies

1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Always close all open screens, one by one, before finally closing the Access program.
3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-1 Employee Database** in your “Access Projects” folder within the “Squeaky Clean Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
First Name	Text
Last Name	Text
Job Title	Text
Department	Text
Supervisor	Text
Employee ID	Text

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Employees**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-1**.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Use Print Preview and change the Page Setup to landscape orientation.
11. Print a copy of the **Employees** table if required by your instructor.

Figure A-1

Record # 1

First Name	Anna
Last Name	Estevez
Job Title	Housekeeper
Department	Operations
Supervisor	Rebecca Smith
Employee ID	934069

Record # 2

First Name	Todd
Last Name	Miller
Job Title	Housekeeper
Department	Operations
Supervisor	Barbara Henderson
Employee ID	631401

Record # 3

First Name	Rita
Last Name	Brown
Job Title	Housekeeper
Department	Operations
Supervisor	Barbara Henderson
Employee ID	281733

Record # 4

First Name	Uri
Last Name	Chekov
Job Title	Housekeeper
Department	Operations
Supervisor	Rebecca Smith
Employee ID	156201

Record # 5

First Name	Rebecca
Last Name	Smith
Job Title	Lead Housekeeper
Department	Operations
Supervisor	Tony Marco
Employee ID	903249

Record # 6

First Name	Barbara
Last Name	Henderson
Job Title	Lead Housekeeper
Department	Operations
Supervisor	Tony Marco
Employee ID	603101

Record # 7

First Name	Maria
Last Name	Torres
Job Title	Housekeeper
Department	Operations
Supervisor	Barbara Henderson
Employee ID	731191

Record # 8

First Name	Sondra
Last Name	Allen
Job Title	Customer Service Rep
Department	Customer Care
Supervisor	Jeri Jackson
Employee ID	452306

Record # 9

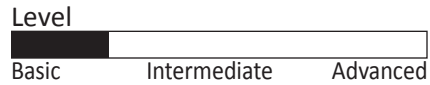
First Name	Olivia
Last Name	Chasen
Job Title	Customer Service Rep
Department	Customer Care
Supervisor	Jeri Jackson
Employee ID	426718

Record # 10

First Name	Cindy
Last Name	Buford
Job Title	Housekeeper
Department	Operations
Supervisor	Rebecca Smith
Employee ID	897107

Project #: A-2

Access Specialist



Project Title

Equipment Orders

New Skills:

- Formatting a number field
- Formatting a date field
- Sorting in ascending order



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Access Specialist
Project #: A-2

Customer Name: Lawn Enforcement
Assigned to: You, the MS Access Specialist
Project Title: Equipment Orders
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description
When the drivers on the Lawn Enforcement tree trimming crew return at the end of each day, they report any missing or broken tools by submitting a report to the office manager. The office manager will restock the driver immediately with tools from the equipment storage unit. Then the office manager places orders to replenish the equipment inventory. The office manager has been using a written log to keep track of the outstanding equipment orders. He wants to start recording the orders in a database.
Your Job
As the Microsoft Access Specialist, you will create a new database that the office manager can use to keep track of all of the outstanding equipment orders.
Tips and Strategies
<ol style="list-style-type: none">1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.2. Always close all open screens, one by one, before finally closing the Access program.3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-2 Equipment Orders** in your “Access Projects” folder within the “Lawn Enforcement Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Description	Text
Quantity Ordered	Number
Order Date	Date

Note: Use the Date Format as shown in **Figure A-2**.

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Orders**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-2**.
7. Adjust the Field Name column widths as necessary.
8. Sort the Description field in ascending order (A to Z).
9. Resave the table.
10. Carefully proofread your work for accuracy and format.
11. Print a copy of the **Orders** table if required by your instructor.

Figure A-2

Record # 1

Description	Grass Shears
Quantity Ordered	2
Order Date	1/15/2011

Record # 6

Description	Hedge Shears
Quantity Ordered	6
Order Date	1/7/2011

Record # 2

Description	Bar and Chain Oil
Quantity Ordered	12
Order Date	1/3/2011

Record # 7

Description	Ratchet Pruner
Quantity Ordered	4
Order Date	12/29/2010

Record # 3

Description	Thorn Stripper
Quantity Ordered	2
Order Date	1/3/2011

Record # 8

Description	Pole Saw
Quantity Ordered	1
Order Date	1/7/2011

Record # 4

Description	Tool Spray
Quantity Ordered	10
Order Date	1/12/2011

Record # 9

Description	Looper
Quantity Ordered	2
Order Date	12/28/2010

Record # 5

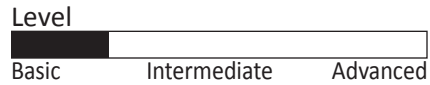
Description	Branch Puller
Quantity Ordered	3
Order Date	12/29/2010

Record # 10

Description	All-Purpose Sharpener
Quantity Ordered	4
Order Date	1/6/2011

Project #: A-3

Access Specialist



Project Title

Top Revenue Producers

New Skills:

- Adding a description property
- Setting field properties
- Setting a field size
- Setting a field format
- Setting a caption property



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Access Specialist
Project #: A-3

Customer Name: Jazz My Wheels
Assigned to: You, the MS Access Specialist
Project Title: Top Revenue Producers
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 17.

Project Description

Jazz My Wheels' Management Team meets quarterly to review its key business metrics. This review shows them how well the company is doing. One interesting finding is that the most popular selling products do not necessarily bring in the most revenue, or money. They have collected sales data for three months, and they have identified the top 20 revenue-generating products. They want the information stored in a database from which they will produce reports.

Your Job

As the Microsoft Access Specialist, you will create a new database with a table structure and properties. Be sure that all of the information takes up only the space needed and that the column headings will be descriptive for reports.

Tips and Strategies

1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Always close all open screens, one by one, before finally closing the Access program.
3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-3 Top Revenue Producers** in your “Access Projects” folder within the “Jazz My Wheels Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Rank	Text (Format Field Size to 5)
Products	Text
Gross Revenue	Currency (Format Decimal Places to 2)

5. While in Design View, key “Ranked Based on Sales” in the Description box for Rank.
 6. In the Field Properties section, add the following caption for the Gross Revenue field: “Quarter 1 Gross Revenue.”
- Note:** This will now be the column name for any tables, reports, or forms you create.
7. Close the Table Design view window. When prompted to save the design of the table, save it as **Top Revenue**, without defining a primary key.
 8. In Datasheet View, enter the data for each record as shown in **Figure A-3**.
 9. Adjust the Field Name column widths as necessary.
 10. Resave the table.
 11. Carefully proofread your work for accuracy and format.
 12. Print a copy of the **Top Revenue** table if required by your instructor.

Figure A-3

Record # 1

Rank	1
Products	Navigation Systems
Gross Revenue	\$78,400.00

Record # 6

Rank	6
Products	Interior Knobs & Vents
Gross Revenue	\$20,475.00

Record # 2

Rank	2
Products	Audio & Entertainment
Gross Revenue	\$42,405.00

Record # 7

Rank	7
Products	Interior Mirrors
Gross Revenue	\$17,478.00

Record # 3

Rank	3
Products	Anti-theft Devices
Gross Revenue	\$34,860.00

Record # 8

Rank	8
Products	Floor Mats
Gross Revenue	\$11,820.00

Record # 4

Rank	4
Products	Alarm Systems
Gross Revenue	\$28,440.00

Record # 9

Rank	9
Products	Dash Accent Kits
Gross Revenue	\$11,500.00

Record # 5

Rank	5
Products	Seats & Seat Covers
Gross Revenue	\$22,250.00

Record # 10

Rank	10
Products	Door Lock Pins
Gross Revenue	\$11,160.00

Record # 11

Rank	11
Products	Key Chains
Gross Revenue	\$8,805.00

Record # 16

Rank	16
Products	Safety Kits
Gross Revenue	\$4,945.00

Record # 12

Rank	12
Products	Shifter Kits and Knobs
Gross Revenue	\$8,760.00

Record # 17

Rank	17
Products	Steering Wheel Covers
Gross Revenue	\$3,975.00

Record # 13

Rank	13
Products	DVD & CD Carriers
Gross Revenue	\$8,325.00

Record # 18

Rank	18
Products	Door Handle Trim
Gross Revenue	\$3,096.00

Record # 14

Rank	14
Products	Sunshades
Gross Revenue	\$7,380.00

Record # 19

Rank	19
Products	Interior Decals
Gross Revenue	\$2,790.00

Record # 15

Rank	15
Products	Cell Phone Accessories
Gross Revenue	\$5,310.00

Record # 20

Rank	20
Products	Arm Rests & Covers
Gross Revenue	\$1,989.00

Project #: A-4

Access Specialist



Project Title

Market Research

New Skills:

- Formatting a field as a hyperlink
- Using a hyperlink



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Access Specialist Project #: A-4

Customer Name: Lettuce-Do-Lunch

Assigned to: You, the MS Access Specialist

Project Title: Market Research

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 16.

Project Description

The leadership team at Lettuce-Do-Lunch will be attending a three-day strategic planning retreat. The team will spend part of the retreat creating a vision for the future of Lettuce-Do-Lunch. They are considering rebranding the company to create a more upscale image. They will complete an exercise that involves imagining how Lettuce-Do-Lunch could emulate the 10 restaurants identified by *Bon Appétit* magazine in 2008 as the “Top Ten Sandwich Shops.”

Your Job

As the Microsoft Access Specialist, you will create a new database to store information about the top 10 sandwich shops along with the hyperlinks for easy access to their Web sites. Lettuce-Do-Lunch will provide this database to each of the retreat attendees.

Tips and Strategies

1. Hyperlinks will work with or without “www” in the Web address.
2. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
3. Always close all open screens, one by one, before finally closing the Access program.
4. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-4 Market Research** in your “Access Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Restaurant Name	Text
City	Text
Web site	Hyperlink

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Restaurants**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-4**.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Test one or two hyperlinks to ensure they work properly if required by your instructor.
11. Print a copy of the **Restaurants** table if required by your instructor.

Figure A-4

Record # 1

Restaurant Name	Goose the Market
City	Indianapolis, IN
Web site	www.goosethemarket.com

Record # 6

Restaurant Name	Baguette Box
City	Seattle, WA
Web site	www.baguettebox.com

Record # 2

Restaurant Name	Neal's Deli
City	Carrboro, NC
Web site	www.nealsdeli.com

Record # 7

Restaurant Name	Kenny & Zuke's Delicatessen
City	Portland, OR
Web site	www.kennyandzukes.com

Record # 3

Restaurant Name	Ted's Butcherblock
City	Charleston, SC
Web site	www.tedsbutcherblock.com

Record # 8

Restaurant Name	Dogwood Deli
City	Baltimore, MD
Web site	www.dogwoodbaltimore.com

Record # 4

Restaurant Name	Be'wiched
City	Minneapolis, MN
Web site	www.bewicheddeli.com

Record # 9

Restaurant Name	St. James Cheese Company
City	New Orleans, LA
Web site	www.stjamescheese.com

Record # 5

Restaurant Name	All Star Sandwich Bar
City	Cambridge, MA
Web site	www.allstarsandwichbar.com

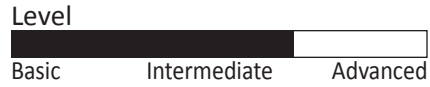
Record # 10

Restaurant Name	Gateway Market & Café
City	Des Moines, IA
Web site	www.gatewaymarket.com

Source: www.bonappetit.com/magazine/2008/08/hot_ten_sandwich_shops

Project #: A-5

Access Specialist



Project Title

Birthday Promotion

New Skill:

- Creating an Input Mask



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Access Specialist Project #: A-5

Customer Name: Lettuce-Do-Lunch
Assigned to: You, the MS Access Specialist
Project Title: Birthday Promotion
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 16.

Project Description

Lettuce-Do-Lunch conducts different marketing promotions to generate new business and attract repeat customers. One thing they do is offer a free sandwich during the customer's birthday month. Information is collected at the restaurant from forms left on the tables. Customers can also leave business cards in a bowl by the cash register. Lettuce-Do-Lunch stores the customer information and sends customers a coupon via email or text message for a free sandwich during their birthday month. They would like this information stored in a database.

Your Job

As the Microsoft Access Specialist, your job is to create a new database for Lettuce-Do-Lunch to store contact information for the customers who have opted to participate in the birthday month free sandwich deal.

Tips and Strategies

1. With Input Masks, you can control how users enter data in specific fields. This helps to maintain consistency and makes your database easier to manage.
2. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
3. Always close all open screens, one by one, before finally closing the Access program.
4. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-5 Birthday Promotion** in your “Access Projects” folder within the “Lettuce-Do-Lunch Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
First Name	Text
Last Name	Text
Phone Number	Text
Email	Hyperlink
Birthday Month	Text

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Birthdays**, without defining a primary key.
6. While in Design View, click on the Cell Number Field Name.
7. Click the Input Mask text box in the Field Properties box.
8. Click the Build button to the right of the Input Mask text box.
9. Select Phone Number as format.
10. Click Finish.
11. Resave the table.
12. In Datasheet View, enter the data for each record as shown in **Figure A-5**.
13. Adjust the Field Name column widths as necessary.
14. Resave the table.
15. Carefully proofread your work for accuracy and format.
16. Change the page setup to landscape orientation.
17. Print a copy of the **Birthdays** table if required by your instructor.

Figure A-5

Record # 1

First Name	Elvis
Last Name	Jones
Phone Number	5625551854
Email	ejay@yadayada.com
Birthday Month	5

Record # 2

First Name	Cynda
Last Name	Pollard
Phone Number	3235553858
Email	cynda.pollard@yakayaka.com
Birthday Month	2

Record # 3

First Name	Chad
Last Name	Michaels
Phone Number	3105553209
Email	cam@yadayada.com
Birthday Month	8

Record # 4

First Name	Nicole
Last Name	Pettit
Phone Number	3105557203
Email	nicpet@yadayada.net
Birthday Month	5

Record # 5

First Name	Elvin
Last Name	Douglass
Phone Number	3235553021
Email	easyd@yadayada.net
Birthday Month	9

Record # 6

First Name	Titus
Last Name	Freeman
Phone Number	3235550958
Email	tye80@nomail.net
Birthday Month	12

Record # 7

First Name	Manny
Last Name	Ramirez
Phone Number	5625559329
Email	manny58@yakayaka.com
Birthday Month	8

Record # 8

First Name	Rachel
Last Name	McGraw
Phone Number	3105553234
Email	rjmc@nomail.com
Birthday Month	8

Record # 9

First Name	Jeremy
Last Name	Knight
Phone Number	3235552783
Email	jerkin@nomail.com
Birthday Month	1

Record # 10

First Name	Caitlan
Last Name	Brady
Phone Number	5625558113
Email	caitlan88@fidgety.net
Birthday Month	6

Record # 11

First Name	Mercedes
Last Name	Ruiz
Phone Number	3105559302
Email	mruiz@nomail.com
Birthday Month	6

Record # 12

First Name	Donald
Last Name	Sparks
Phone Number	8185558350
Email	dsparks@yakayaka.com
Birthday Month	10

Record # 13

First Name	Alex
Last Name	Andrews
Phone Number	3105554608
Email	aandrews@nomail.com
Birthday Month	11

Record # 14

First Name	Michael
Last Name	Bates
Phone Number	7145557529
Email	michael@123abc.com
Birthday Month	12

Record # 15

First Name	Evan
Last Name	Mitchell
Phone Number	3235558420
Email	evan.mitchell@fidgety.net
Birthday Month	7

Record # 16

First Name	Sylvia
Last Name	Chin
Phone Number	5625559037
Email	schin@nomail.com
Birthday Month	8

Record # 17

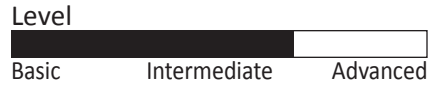
First Name	Teresa
Last Name	Toluca
Phone Number	8185553452
Email	teetee@yadayada.com
Birthday Month	12

Record # 18

First Name	Eliza
Last Name	Smith
Phone Number	3105558205
Email	eliza.smith32@fidgety.net
Birthday Month	8

Project #: A-6

Access Specialist



Project Title

Shopping Cart

New Skill:

- Using filter by selection



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Access Specialist Project #: A-6

Customer Name: Jazz My Wheels

Assigned to: You, the MS Access Specialist

Project Title: Shopping Cart

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 17.

Project Description

Jazz My Wheels is adding a feature on their Web site that will allow shoppers to filter their product search based on the price or product item. This will help shoppers who want to narrow their search results when shopping on the Web site. To make this work, the company needs a new product database.

Your Job

As the Microsoft Access Specialist, you will create a new product database that can be filtered to narrow the search results.

Tips and Strategies

1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Always close all open screens, one by one, before finally closing the Access program.
3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-6 Shopping Cart** in your “Access Projects” folder within the “Jazz My Wheels Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Item	Text
Department	Text
Price	Currency

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Products**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-6**.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Print a copy of the **Products** table if required by your instructor.
11. Use the Filter by Selection function to find all items that cost \$14.95.
12. Print a copy of the table that contains all items that cost \$14.95 if required by your instructor.
13. Do not save the changes to the design of the **Products** table.

Figure A-6

Record # 1

Item	Navigation System
Department	Interior
Price	\$123.95

Record # 6

Item	Chrome Bumper Trim
Department	Exterior
Price	\$39.95

Record # 2

Item	MP3 Player Docking Kit
Department	Interior
Price	\$14.95

Record # 7

Item	Arm Rests
Department	Interior
Price	\$49.95

Record # 3

Item	Custom Antenna
Department	Exterior
Price	\$14.95

Record # 8

Item	Chrome Grille Kit
Department	Exterior
Price	\$69.95

Record # 4

Item	Dashboard Cover
Department	Interior
Price	\$44.95

Record # 9

Item	Bug Shield
Department	Exterior
Price	\$39.95

Record # 5

Item	Door Sill Set
Department	Interior
Price	\$69.95

Record # 10

Item	Fog Light Kit
Department	Exterior
Price	\$180.00

Record # 11

Item	Car Cover
Department	Exterior
Price	\$119.95

Record # 16

Item	Fuel Door Cover
Department	Exterior
Price	\$39.95

Record # 12

Item	Door Handle Scuff Guards
Department	Exterior
Price	\$39.95

Record # 17

Item	Interior Mirror
Department	Interior
Price	\$74.95

Record # 13

Item	CD Carrier
Department	Interior
Price	\$14.95

Record # 18

Item	Door Handle Trim
Department	Interior
Price	\$63.00

Record # 14

Item	Rear Step Pad
Department	Exterior
Price	\$39.95

Record # 19

Item	Remote Start System
Department	Interior
Price	\$128.95

Record # 15

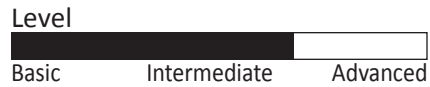
Item	Mounting System
Department	Interior
Price	\$14.95

Record # 20

Item	Bike Rack
Department	Exterior
Price	\$180.00

Project #: A-7

Access Specialist



Project Title

Charitable Contributions

New Skills:

- Creating a form using the Form Wizard
- Using columnar form layout
- Using standard form style



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Access Specialist
Project #: A-7

Customer Name: Squeaky Clean
Assigned to: You, the MS Access Specialist
Project Title: Charitable Contributions
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 15.

Project Description

Squeaky Clean is the largest housekeeping company in the city. To build customer loyalty, Squeaky Clean includes charitable giving and community involvement in its marketing strategy. They support local schools, fundraising events, and national charities to increase their visibility, build their brand image, and increase word-of-mouth marketing. They want to use a Microsoft Access database to keep track of their charitable giving.

Your Job

As the Microsoft Access Specialist, you will create a new database to collect records for Squeaky Clean's charitable giving. Use the Form Wizard to display this data for the company's review.

Tips and Strategies

1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Always close all open screens, one by one, before finally closing the Access program.
3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-7 Charitable Contributions** in your “Access Projects” folder within the “Squeaky Clean Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Organization	Text
Type of Support	Text
Contribution	Number (<i>Format for Standard Format and 0 Decimal Places</i>)

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Contributions**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-7**.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Use Print Preview and change the Page Setup to landscape orientation.
11. Print a copy of the **Contributions** table if required by your instructor.
12. Using the **Contributions** table, create a form using the Form Wizard.
13. Use all of the available fields, the Columnar layout, and the Office style (or the style of your choice) for the form.
14. Save the form as **Contributions**.
15. Print the **Contributions** form if required by your instructor.

Figure A-7

Record # 1

Organization	Girl Scouts of America
Type of Support	Donation
Contribution	1500

Record # 6

Organization	Eastside High
Type of Support	Booster Club
Contribution	500

Record # 2

Organization	Make-A-Wish Foundation
Type of Support	Donation
Contribution	2000

Record # 7

Organization	Avon Walk for Breast Cancer
Type of Support	Local Sponsor
Contribution	2000

Record # 3

Organization	Westside High
Type of Support	Booster Club
Contribution	500

Record # 8

Organization	Northside High
Type of Support	Booster Club
Contribution	500

Record # 4

Organization	Food For The Poor
Type of Support	Donation
Contribution	1100

Record # 9

Organization	United Way
Type of Support	Employee Fundraising
Contribution	7500

Record # 5

Organization	Mercy Corp
Type of Support	Disaster Relief
Contribution	5000

Record # 10

Organization	Boy Scouts of America
Type of Support	Donation
Contribution	1500

Project #: A-8

Access Specialist

Level

Basic Intermediate Advanced



Project Title

Target List

New Skills:

- Saving a word processing file as plain text
- Using the Get External Data option
- Importing a text file into Access



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Access Specialist Project #: A-8

Customer Name: College Concierge
Assigned to: You, the MS Access Specialist
Project Title: Target List
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge produced a video last year for University of Learning's Web site to promote their Business School. The video won a media award and, based on applicant survey responses, it was a factor in increasing the school's enrollment.

The sales team at College Concierge wants to use the success of the video project to attract new clients who may be interested in adding a similar video to their Web sites. They developed a target list of the colleges with the top 12 undergraduate business programs in the country, ranked in 2010 by *U.S. News and World Report* magazine. They want to start building a prospect database with these 12 colleges.

Your Job

As the Microsoft Access Specialist, you will create a new database for College Concierge by importing a text file into Microsoft Access.

Tips and Strategies

1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Always close all open screens, one by one, before finally closing the Access program.
3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Word, open a new document.
2. Save the file as **Colleges**, in your “Access Projects” folder within the “College Concierge Projects” folder.
3. Key the document as shown in **Figure A-8**, using the following formatting instructions:
 - All columns should be left-aligned with tabs.
 - The “Rank” column should align at the left margin.
 - The “College” column should align at 0.5 inch.
 - The “City” column should align at 3.5 inches.
 - The “State” column should align at 5 inches.
 - The “Scale” column should align at 6 inches.
4. Save the **Colleges** document as a Plain Text file (.txt), rather than a Microsoft Word Document. Save it in your “Access Projects” folder within the “College Concierge Projects” folder.
5. Using Microsoft Access, open a new blank database.
6. Name the database **Project A-8 Target List**.
7. Using the Get External Data option, import the text file titled **Colleges**.
8. Follow the prompts and specify that the file is Delimited, separated by Tabs, and that the first row contains Field Names.
9. Store the data in a new Table. Name the new Table as **Colleges**.
10. Adjust the Field Name column widths as necessary.
11. Resave the table.
12. Carefully proofread your work for accuracy and format.
13. Print a copy of the **Colleges** table if required by your instructor.

Figure A-8

Rank	College	City	State	Scale
1	University of Pennsylvania	Philadelphia	PA	4.8
2	Massachusetts Institute of Technology	Cambridge	MA	4.6
3	University of California – Berkeley	Berkeley	CA	4.5
4	University of Michigan – Ann Arbor	Ann Arbor	MI	4.4
5	New York University	New York	NY	4.2
6	University of Virginia	Charlottesville	VA	4.2
7	Carnegie Mellon University	Pittsburgh	PA	4.1
8	University of North Carolina	Chapel Hill	NC	4.1
9	University of Texas	Austin	TX	4.1
10	Cornell University	Ithaca	NY	4.0
11	Indiana University – Bloomington	Bloomington	IN	4.0
12	University of Southern California	Los Angeles	CA	4.0

Source: <http://colleges.usnews.rankingsandreviews.com/best-colleges/spec-business>

Project #: A-9

Access Specialist

Level

Basic

Intermediate

Advanced



Project Title

Acquisition Prospects

New Skills:

- Creating a report using groupings
- Modifying a report in Design View



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Access Specialist Project #: A-9

Customer Name: Lawn Enforcement

Assigned to: You, the MS Access Specialist

Project Title: Acquisition Prospects

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description

Lawn Enforcement wants to increase the size of its business and plans to do that by purchasing a smaller lawn care business. With this purchase they will instantly gain new customers and increase their market share in the city. They have identified 25 business owners who are interested in selling and becoming part of the Lawn Enforcement brand. To compare these businesses, they want to create a database of key information and print a report, grouping the businesses by zip code.

Your Job

As the Microsoft Access Specialist, you will create a new database to store the data about the local lawn care businesses and create a report to group and display the information.

Tips and Strategies

1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.
2. Always close all open screens, one by one, before finally closing the Access program.
3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-9 Acquisition Prospects** in your “Access Projects” folder within the “Lawn Enforcement Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Owner	Text
Business	Text
Established	Date/Time (<i>Default format</i>)
Zip	Text
Customers	Number (<i>Format for Standard Format and 0 Decimal Places</i>)
Employees	Number (<i>Format for Standard Format and 0 Decimal Places</i>)

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Businesses**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-9**.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Use Print Preview and change the Page Setup to landscape orientation.
11. Print a copy of the **Businesses** table if required by your instructor.
12. Using All Fields from the **Businesses** table, create a new report using the wizard.
13. Group the report by Zip.
14. Sort the report by Customers in descending order (Z – A).
15. Use a stepped layout and landscape orientation.
16. Use the Office style (or the style of your choice).
17. Title the report **Prospects**.

Instructions to the MS Access Specialist (Continued)

18. Go to Design View and resize and move the label and text box controls as needed so that all column titles and column text can be read.
19. Print a copy of the **Prospects** report if required by your instructor.

Figure A-9**Record # 1**

Owner	Ralph Spitzer
Business	Apex Lawn Care
Established	2006
Zip	60602
Customers	30
Employees	7

Record # 2

Owner	Ignacio Saldana
Business	Lush Organic Gardens
Established	1993
Zip	60680
Customers	160
Employees	20

Record # 3

Owner	Paul Monroe
Business	Outdoor Space Care
Established	1998
Zip	60604
Customers	145
Employees	18

Record # 4

Owner	Chad Jefferson
Business	Jefferson Lawn Care
Established	2003
Zip	60680
Customers	54
Employees	6

Record # 5

Owner	Artis O'Shea
Business	Irish Green Gardens
Established	1996
Zip	60602
Customers	80
Employees	15

Record # 6

Owner	Rick Herman
Business	Garden Force
Established	2001
Zip	60606
Customers	47
Employees	8

Record # 7

Owner	Carlos Munoz
Business	Lawn Doctors
Established	2004
Zip	60602
Customers	53
Employees	10

Record # 8

Owner	David Walston
Business	Exterior Decorators
Established	1999
Zip	60602
Customers	74
Employees	15

Record # 9

Owner	John Lipson
Business	One Stop Lawn & Garden
Established	1998
Zip	60606
Customers	68
Employees	11

Record # 10

Owner	Joe Townsend
Business	Total Lawn
Established	1999
Zip	60606
Customers	44
Employees	6

Record # 11

Owner	Brent Denning
Business	Homefront Care
Established	2000
Zip	60620
Customers	58
Employees	7

Record # 12

Owner	John McCloud
Business	Greenway Lawn Services
Established	1987
Zip	60604
Customers	87
Employees	18

Record # 13

Owner	Vince Morton
Business	Beautiful Spaces
Established	1990
Zip	60602
Customers	145
Employees	15

Record # 14

Owner	Brad Benton
Business	Garden Envy
Established	1996
Zip	60680
Customers	73
Employees	9

Record # 15

Owner	Thomas Kendrick
Business	Fine Lawn & Garden
Established	2001
Zip	60608
Customers	137
Employees	22

Record # 16

Owner	Lincoln Lewis
Business	Lawn Perfection
Established	1998
Zip	60680
Customers	121
Employees	15

Record # 17

Owner	Rodney Wilson
Business	Total Yard
Established	1987
Zip	60620
Customers	98
Employees	20

Record # 18

Owner	Juan Castillo
Business	Heavenly Yard
Established	2001
Zip	60606
Customers	76
Employees	15

Record # 19

Owner	Ralph Watts
Business	Great Open Spaces
Established	2000
Zip	60620
Customers	49
Employees	6

Record # 20

Owner	Chuck Smith
Business	Smith Gardening
Established	1995
Zip	60604
Customers	88
Employees	16

Record # 21

Owner	Carlton Huff
Business	Lawn Experts
Established	1998
Zip	60680
Customers	81
Employees	15

Record # 22

Owner	Bobby Eaton
Business	Yard Service Corp.
Established	2002
Zip	60604
Customers	58
Employees	7

Record # 23

Owner	Carlos Mendez
Business	Lawn Magic
Established	1996
Zip	60602
Customers	149
Employees	15

Record # 24

Owner	Tony Bjorn
Business	Luscious Landscapes
Established	1996
Zip	60680
Customers	135
Employees	25

Record # 25

Owner	Tim Hill
Business	TM Lawn Services
Established	1999
Zip	60604
Customers	98
Employees	20

Project #: A-10

Access Specialist

Level
Basic Intermediate Advanced



Project Title
Incoming Students

New Skill:

- Setting up a database to be used for mail merge

Important Note: This project is required for and integrated with Project W-17 in the Word Specialist section.



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Access Specialist
Project #: A-10

Customer Name: College Concierge
Assigned to: You, the MS Access Specialist
Project Title: Incoming Students
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description
University of Learning uses College Concierge to maintain its student database. The university completed the admissions process for the upcoming fall semester and now it is time to create a new batch of student records. The university will use this information in many ways throughout the years, including tracking changes and sending communications to the students. For now, they want to use this database and the Microsoft Word mail merge function (to be completed in the activity titled W-17 Welcome Orientation Letter Mailing) to prepare and send a Welcome Orientation letter to each of the incoming students.
Your Job
As the Microsoft Access Specialist, you will create a database to collect contact information for newly admitted students. You will use this database to create a mail merge letter in the activity titled W-17 Welcome Orientation Letter Mailing .
Tips and Strategies
<ol style="list-style-type: none">1. Whenever you create a database, be consistent in the manner in which you input data. Consistent data entry will ensure accurate results if you need to filter or sort the data by category at a later time.2. Always close all open screens, one by one, before finally closing the Access program.3. Read all of the instructions before proceeding with the project.

Instructions to the MS Access Specialist

1. Using Microsoft Access, open a new blank database.
2. Save the database as **Project A-10 Incoming Students** in your “Access Projects” folder within the “College Concierge Projects” folder.
3. Create a new table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
First Name	Text
Last Name	Text
Address	Text
City	Text
State	Text
Zip	Text

5. Close the Table Design view window. When prompted to save the design of the table, save it as **Incoming Students Database**, without defining a primary key.
6. In Datasheet View, enter the data for each record as shown in **Figure A-10**.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy and format.
10. Use Print Preview and change the Page Setup to landscape orientation.
11. Print a copy of the **Incoming Students Database** table if required by your instructor.

Figure A-10

Record # 1

First Name	Janice
Last Name	Reitz
Address	857 W. 5th Street
City	Los Angeles
State	CA
Zip	90069

Record # 2

First Name	Troy
Last Name	Elkman
Address	8387 Monarch Lane
City	St. Louis
State	MO
Zip	63101

Record # 3

First Name	Pat
Last Name	Slocum
Address	42500 Withering Pines
City	Charlotte
State	NC
Zip	28173

Record # 4

First Name	Teena
Last Name	Shaw
Address	23130 Kell Drive
City	Pittsburgh
State	PA
Zip	15201

Record # 5

First Name	Thuy
Last Name	Nguyen
Address	14835 La Rosa Lane
City	Gardena
State	CA
Zip	90249

Record # 6

First Name	Gary
Last Name	Payton
Address	2486 E. 53rd Street
City	New York
State	NY
Zip	63101

Record # 7

First Name	Cecilia
Last Name	Koontz
Address	5876 Main Street
City	Oklahoma City
State	OK
Zip	73111

Record # 8

First Name	David
Last Name	Christman
Address	3083 Beecher Street
City	Cincinnati
State	OH
Zip	45206

Record # 9

First Name	Mary
Last Name	Singer
Address	3788 Drexel Avenue
City	Indianapolis
State	IN
Zip	42618

Record # 10

First Name	Joe
Last Name	Morrison
Address	54874 Park Lane
City	Las Vegas
State	NV
Zip	89107

Record # 11

First Name	Bree
Last Name	Tipple
Address	3855 N. Ashton Hall
City	Milwaukee
State	WI
Zip	53205

Record # 12

First Name	Beth
Last Name	Francis
Address	84295 Santee Avenue
City	Honolulu
State	HI
Zip	96811

Record # 13

First Name	Vasanthi
Last Name	Patel
Address	2552 N. Main Street
City	Charlotte
State	NC
Zip	28173

Record # 14

First Name	Toni
Last Name	Stenson
Address	85429 E. Mesa Avenue
City	Oceanside
State	CA
Zip	92057

Record # 15

First Name	Briana
Last Name	Bergen
Address	73858 South Street
City	Fort Wayne
State	IN
Zip	46814

Record # 16

First Name	Lindsay
Last Name	Gore
Address	53952 Pt. Arbor Place
City	Ithaca
State	NY
Zip	14882

Record # 17

First Name	Chelsea
Last Name	Linne
Address	7183 W. 65th Street
City	St. Paul
State	MN
Zip	55111

Record # 18

First Name	David
Last Name	Lee
Address	7283 Perth Lane
City	Cincinnati
State	OH
Zip	45207

Record # 19

First Name	Claudia
Last Name	Rush
Address	7382 W. Portia
City	San Diego
State	CA
Zip	92105

Record # 20

First Name	Britney
Last Name	Talbert
Address	83752 La Vista Avenue
City	Columbus
State	OH
Zip	43203

