

## Microsoft Access 2010 Chapter 1 – Lab Test A

### Creating an Electronic Accessories Database

**Purpose:** To demonstrate the ability to create a database, create queries, a form, and create 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, HaveMore 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 for the Sales Rep table. Include the Sales Rep ID, 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 HME 11. Save the query as Sales Rep – HME 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.

#### o Structure of the Sales Rep table

Field Name	Data Type	Field Size	Primary Key?	Description
Sales Rep ID	Text	3	Yes	Sales Representative ID (Primary Key)
Full Name	Text	25		
Gender	Text	1		Gender (M or F)
Age	Number			
Hire Date	Date/Time			
Outlet ID	Text	6		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	HME 11	3,656,640	3,336,300
101	Battistini, Jorge	M	26	7/2/2001	HME 15	3,371,092	1,960,932
205	Lambert, Paul	M	35	3/16/2002	HME 11	1,768,442	1,525,237
613	Brunell, Candace	F	36	6/1/2002	HME 17	3,000,264	2,078,386
475	Dunn, Alan	M	39	6/6/2002	HME 26	1,652,836	1,432,701
125	Lyon, Jody	F	27	8/3/2002	HME 15	2,280,900	1,548,311
324	Bulger, Gloria	F	25	12/23/2002	HME 15	2,651,270	2,451,454
140	Lopez, Maria	F	25	6/3/2004	HME 17	1,837,213	1,563,140
285	Dillig, Henry	M	42	11/21/2006	HME 11	3,899,402	1,916,753
512	Kahn, Ramesh	M	44	4/6/2007	HME 26	3,426,535	3,292,270
678	Chiu, Leslie	F	36	7/15/2007	HME 26	3,218,514	2,514,181
287	Wochos, Lisa	F	30	10/21/2007	HME 15	2,648,883	2,188,106
465	Cataldo, Lydia	F	25	11/15/2007	HME 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	Text	6	Yes	Outlet ID (Primary Key)
Address	Text	25		Outlet Address
City	Text	20		
State	Text	2		
Zip	Text	5		

**Table A1A – 3**

**↳ Data for the Outlets table**

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

**Table A1A – 4**

HME 11	1298 Western Court	Bedlam	CA	34896
HME 15	25 Parkington Palace	Southtown	CA	39746
HME 17	1212 Mocking Bird	Ambervson	CA	38957
HME 26	774 Oakland	Parkville	CA	38974

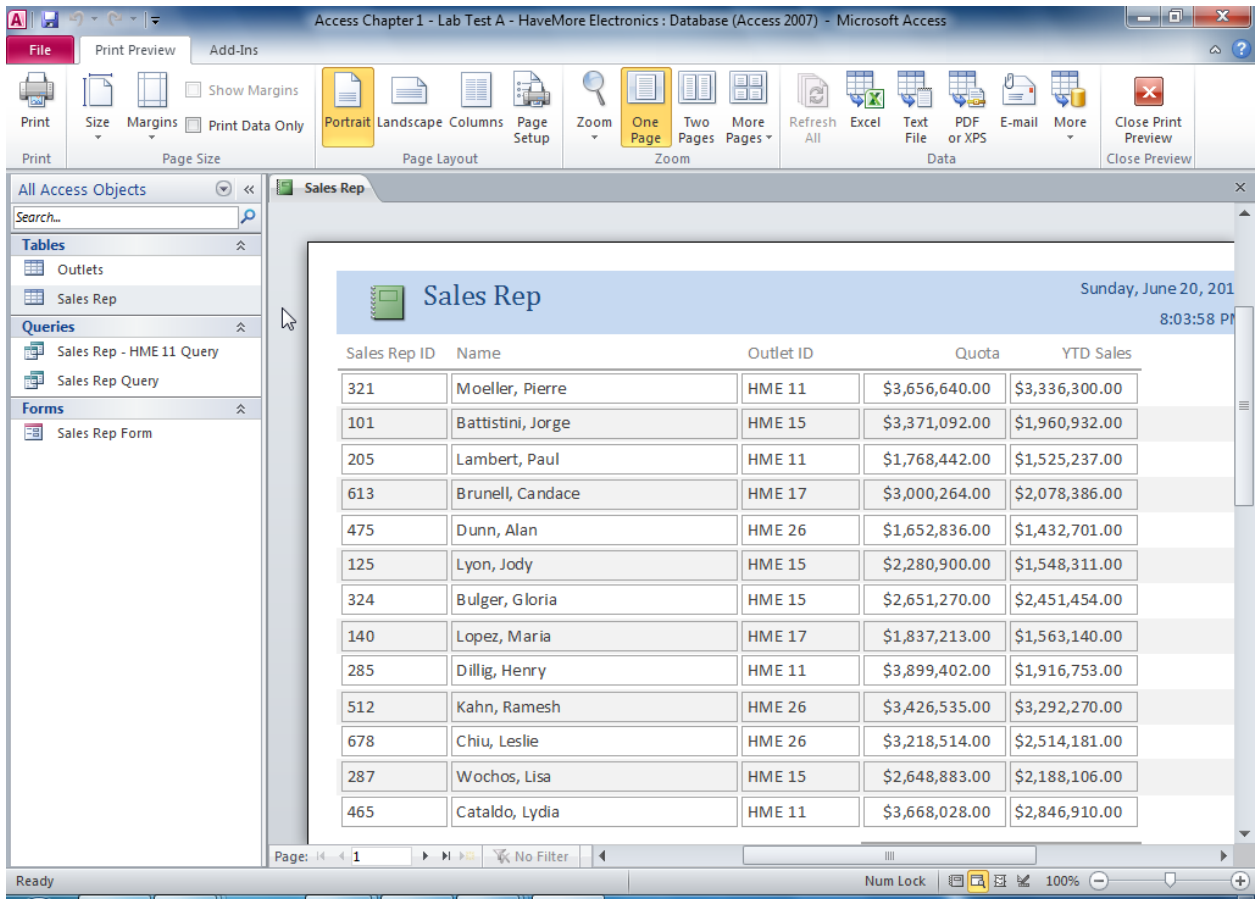


Figure A1A – 1