

## 1 Hotel Rewards



The Prestige Hotel chain caters to upscale business travelers and provides state-of-the-art conference, meeting, and reception facilities. It prides itself on its international, four-star cuisine. The hotel is launching a rewards club to help the marketing department track the purchasing patterns of its most loyal customers. All of the hotel transactions will be stored in an Access database. Your task is to create a member table and enter sample customers. You will practice filtering on the table data. This exercise follows the same set of skills as used in Hands-On Exercise 1 in the chapter. Refer to Figure 1.30 as you complete this exercise.

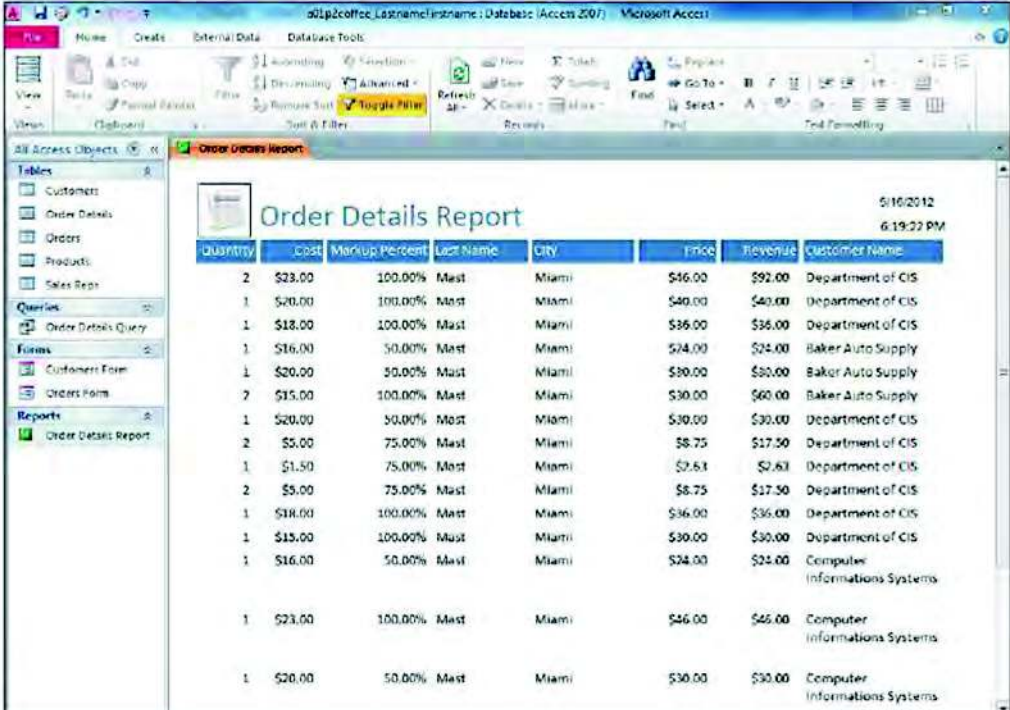
ID	LastName	FirstName	Address	City	State	Zip	Phone	DateOfMembership
1	Gray	Mary	100 BIRDIE COURT	RALEIGH	NC	27612	555-787-7688	9/1/2011
2	Phillips	Harold	1511 OAKDALE RD	CHARLOTTE	NC	28218		5/4/2012
3	Hauser	Bob	10009 WHITESTONE RD	RALEIGH	NC	27613	555-783-8286	3/1/2011
4	Gregory	Anne	1001 QUEENS RD	RALEIGH	NC	27615	555-847-9431	12/18/2010
5	Johnson	Alicia	101 CORBEL PLACE	CHARLOTTE	NC	28217		9/19/2012
6	Kowalski	Karen	199 SAINT MARKS CT	CHARLOTTE	NC	28218		10/15/2011
7	McBride	Diane	2519 TIMBER LANE	CHARLOTTE	NC	28270	555-485-8914	5/16/2011
8	Hallisey	Betty	105 PINE CONE DR	CHARLOTTE	NC	28217		4/30/2012
9	Hanck	Bill	1066 CENTRAL DRIVE	CHARLOTTE	NC	28217		1/1/2013
10	Payne	Roger	3904 HUNT CHASE CT	WILMINGTON	NC	28412	555-791-5151	1/11/2012

**FIGURE 1.30** Enter Data into the Members Table ▶

- Open Access, and then type `a01p1hotel_LastnameFirstname` in the **File Name** box. Click **Browse** (to the right of the file name). Locate your Student Data Files folder in the File New Database dialog box, click **OK** to close the dialog box, and then click **Create** to create the new database.
- Click **View** in the Views group on the Table Tools Fields tab to switch to Design view. Type **Members** in the **Save As** dialog box, and then click **OK**.
- Type **LastName** under the ID field, and then press **Tab**. Accept **Text** as the Data Type. Type **FirstName** in the third row, and then press **Tab**. Accept **Text** as the Data Type.
- Type the next five fields into the Field Name column: **Address**, **City**, **State**, **Zip** and **Phone**. Accept **Text** as the Data Type for each of these fields. Type **DateOfMembership** as the last Field Name, and select **Date/Time** as the Data Type.
- Click **View** in the Views group to switch to Datasheet view. Click **Yes** to save the table. Type the data as shown in Figure 1.30. Increase the column widths to fit the data as necessary. Press **Tab** to move to the next field.
- Find a record that displays *Charlotte* as the value in the City field. Click **Charlotte** to select that data value.
- Click **Selection** in the Sort & Filter group on the Home tab. Select **Equals "Charlotte"**.
- Find a record that displays *28217* as the value in the Zip field. Click **28217** to select that data value.
- Click **Selection** in the Sort & Filter group on the Home tab. Select **Equals "28217"**.
- Click any value in the FirstName field. Click **Ascending** in the Sort & Filter group on the Home tab. Click any value in the LastName field. Click **Ascending** in the Sort & Filter group on the Home tab.
- Click the **File** tab, click **Print**, and then click **Print Preview** to preview the sorted and filtered table.
- Click **Close Print Preview** in the Close Preview group. Close the table without saving changes.
- Click the **File** tab, and then click **Compact & Repair Database**.
- Click the **File** tab, click **Save & Publish**, and then double-click **Back Up Database**.
- Click **Save** to accept the default backup file name with today's date.
- Click the **File** tab, and then click **Exit** (to exit Access).
- Submit the database based on your instructor's directions.

## 2 Custom Coffee

The Custom Coffee Company provides coffee, tea, and snacks to offices in Miami. Custom Coffee also provides and maintains the equipment for brewing the beverages. The firm has a reputation for providing outstanding customer service. To improve customer service even further, the owner recently purchased an Access database to keep track of customers, orders, and products. This database will replace the Excel spreadsheets currently maintained by the office manager. The Excel spreadsheets are out of date and they do not allow for data validation while data is being entered. The company hired a temp to verify and enter all the Excel data into the Access database. This exercise follows the same set of skills as used in Hands-On Exercises 2 and 3 in the chapter. Refer to Figure 1.31 as you complete this exercise.



The screenshot shows the Microsoft Access interface with the 'Order Details Report' open. The report is filtered for 'YourName' and displays a table with the following data:

Quantity	Cost	Markup Percent	Last Name	City	Price	Revenue	Customer Name
2	\$23.00	100.00%	Maist	Miami	\$46.00	\$92.00	Department of CIS
1	\$40.00	100.00%	Maist	Miami	\$40.00	\$40.00	Department of CIS
1	\$18.00	100.00%	Maist	Miami	\$36.00	\$36.00	Department of CIS
1	\$16.00	50.00%	Maist	Miami	\$24.00	\$24.00	Baker Auto Supply
1	\$20.00	50.00%	Maist	Miami	\$30.00	\$30.00	Baker Auto Supply
2	\$15.00	100.00%	Maist	Miami	\$30.00	\$60.00	Baker Auto Supply
1	\$20.00	50.00%	Maist	Miami	\$30.00	\$30.00	Department of CIS
2	\$5.00	75.00%	Maist	Miami	\$8.75	\$17.50	Department of CIS
1	\$1.50	75.00%	Maist	Miami	\$2.63	\$2.63	Department of CIS
2	\$5.00	75.00%	Maist	Miami	\$8.75	\$17.50	Department of CIS
1	\$18.00	100.00%	Maist	Miami	\$36.00	\$36.00	Department of CIS
1	\$15.00	100.00%	Maist	Miami	\$30.00	\$30.00	Department of CIS
1	\$16.00	50.00%	Maist	Miami	\$24.00	\$24.00	Computer Informations Systems
1	\$23.00	100.00%	Maist	Miami	\$46.00	\$46.00	Computer Informations Systems
1	\$20.00	50.00%	Maist	Miami	\$30.00	\$30.00	Computer Informations Systems

**FIGURE 1.31** Order Details Report Filtered for *YourName* ▶

- Open the *a01p2coffee* file, and then save the database as *a01p2coffee\_LastnameFirstname*.
- Click the **Database Tools** tab, and then click **Relationships** in the Relationships group. Review the table relationships. Take note of the join line between the Customers and Orders Tables.
- Click **Close** in the Relationships group.
- Double-click the **Sales Repts** table in the Navigation Pane to open it. Replace *YourName* with your name in both the LastName and FirstName fields. Close the table by clicking the **Close (X)** button on the right side of the Sales Repts window.

- e. Double-click the Customers Form form to open it. Click New (blank) record in the navigation bar at the bottom of the window. Add a new record by typing the following information; press Tab after each field.

<b>Customer Name:</b>	<i>your name</i> Company
<b>Contact:</b>	<i>your name</i>
<b>Email:</b>	<i>your name@yahoo.com</i>
<b>Address1:</b>	123 Main St
<b>Address2:</b>	Skip
<b>City:</b>	Miami
<b>State:</b>	FL
<b>Zip Code:</b>	33133
<b>Phone:</b>	(305) 555-1234
<b>Fax:</b>	Skip
<b>Service Start Date:</b>	1/17/2012
<b>Credit Rating:</b>	A
<b>Sales Rep ID:</b>	2

Notice the pencil in the top-left margin of the form window. This symbol indicates the new record has not been saved to storage. Press Tab. The pencil symbol disappears, and the new customer is automatically saved to the table.

- f. Close the Customers Form form.
- g. Double-click the **Orders Form** form to open it. Click **New (blank) record** in the navigation bar at the bottom of the window. Add a new record by typing the following information:

<b>Customer ID:</b>	15 (Access will convert it to C0015)
<b>Payment Type:</b>	Cash (select using the arrow)
<b>Comments:</b>	Ship this order in 2 days
<b>Product ID:</b>	4 (Access will convert it to P0004)
<b>Quantity:</b>	2

- h. Add a second product using the following information:

<b>Product ID:</b>	6 (Access will convert it to P0006)
<b>Quantity:</b>	1

- i. Close the form (save changes if asked.)
- j. Double-click the **Order Details Report** to open it in Report view. Right-click your name in the Last Name field, and then select **Equals "Your Name"** from the shortcut menu. Right-click **Miami** in the City field, and then select **Equals "Miami"** from the shortcut menu.
- k. Click the **File** tab, click **Print**, and then click **Print Preview**.
- l. Click **Close Print Preview** in the Close Preview group. Close the report.
- m. Click the **File** tab, click **Info**, and then click **Compact and Repair Database**.
- n. Click the **File** tab, click **Save & Publish**, and then double-click **Back Up Database**. Use the default backup file name.
- o. Click the **File** tab, and then click **Exit** (to exit Access).
- p. Submit based on your instructor's directions.