

1 Comfort Insurance

The Comfort Insurance Agency is a mid-sized company with offices located across the country. Each employee receives a performance review annually. The review determines employee eligibility for salary increases and the annual performance bonus. The employee data are stored in an Access database, which is used by the human resources department to monitor and maintain employee records. Your task is to calculate the salary increase for each employee; you will also calculate each employee's performance bonus for employees who have been employed at least one year. This exercise follows the same set of skills as used in Hands-On Exercises 1 and 2 in the chapter. Refer to Figure 3.24 as you complete this exercise.

Last Name	First Name	Performance	Salary	2012 Increase	NewSalary	Bonus
Lacher	Tom	Good	\$31,200.00	3.00%	\$32,136.00	\$50.00
Farfus	Laurie	Good	\$28,000.00	3.00%	\$28,840.00	\$50.00
Fleming	Karen	Average	\$41,100.00	3.00%	\$42,333.00	\$50.00
McKay	Bob	Good	\$29,600.00	2.00%	\$30,188.00	\$50.00
Daniels	Phil	Good	\$42,600.00	3.00%	\$43,878.00	\$50.00
Park	Johnny	Excellent	\$40,400.00	3.00%	\$41,612.00	\$1,000.00
Johnson	Debbie	Excellent	\$39,700.00	3.00%	\$40,891.00	\$1,000.00
Drubin	Lofly	Good	\$37,000.00	3.00%	\$38,110.00	\$50.00
Hitley	David	Good	\$40,200.00	3.00%	\$41,406.00	\$50.00
Grippando	Joan	Average	\$26,100.00	3.00%	\$26,883.00	\$50.00
Block	Leonard	Excellent	\$25,200.00	3.00%	\$26,326.00	\$1,000.00
Mills	Jack	Average	\$44,600.00	3.00%	\$45,938.00	\$50.00
			\$65,200.00	3.00%	\$67,556.00	\$50.00
			\$33,300.00	3.00%	\$33,475.00	

FIGURE 3.24 Raises and Bonuses ▶

- Open *a03p1insurance*. Click the **File** tab, click **Save Database As**, and then type **a03p1insurance_LastnameFirstname**. Click **Save**.
- Click the **Database Tools** tab, and then click **Relationships** in the Relationships group. Examine the table structure, relationships, and fields. Once you are familiar with the database, close the Relationships window.
- Click the **Create** tab, and then click **Query Design** in the Queries group to start a new query. The Show Table dialog box opens. Add the **Employees** and **Titles** tables. Close the Show Table dialog box.
- Add the **LastName**, **FirstName**, **Performance**, and **Salary** fields to the query. From the **Titles** table, add the **2012Increase** field to the query.
- Click the top row of the first blank column in the query design grid, and then type **NewSalary: [Salary]*[2012Increase]+[Salary]** to create a calculated field.
- Click **Run** in the Results group to run the query. (If you receive the Enter Parameter Value dialog box, check your expression carefully for spelling errors.) Look at the output in the Datasheet view. Verify that your answers are correct. Notice that the fourth column heading displays *2012 Increase*. This is the caption for the 2012Increase field in the Titles table that was carried over to the query. When a caption exists for a field in the table Design view, the caption also displays in the Query Datasheet view instead of the field name in the query.
- Click **View** in the Views group to switch back to Design view. Open the Property Sheet, click in the **NewSalary** calculated field, and then change the format to **Currency**. Type **New Salary** in the **Caption** box. Close the Property Sheet.
- Save the query as **Raises and Bonuses**.
- Click the top row of the first blank column, and then click **Builder** in the Query Setup group. In the Expression Elements box, double-click the folder for **Functions**. Select the **Built-In Functions** folder. Scroll down the Expression Values box to locate the **IIf** function. Double-click **IIf** to insert the function.

- j. Click «**expression**», and then replace it with **Performance = “Excellent”**. Click «**truepart**», and then replace it with **1000**. Click «**falsepart**», and then replace it with **50**.
- k. Type **Bonus**: to the left of *IIf*, as the calculated field name. Click **OK**.
- l. Change the format of the Bonus field to **Currency** in the Property Sheet.
- m. Run the query. Save and close the query.
- n. Click the **File tab**, and then click **Compact and Repair Database**.
- o. Click the **File tab**, click **Save & Publish**, and then double-click **Back Up Database**. Click **Save** to accept the default backup file name.
- p. Click the **File tab**, and then click **Exit** (to exit Access).
- q. Submit based on your instructor’s directions.

2 Analyze Orders



You are the marketing manager of your company and you must use the order information from an Access database to analyze sales trends. You need to determine the order revenue for all orders, grouped by Ship Country. You must also analyze shipping performance based on the number of days it takes to ship each order. This exercise follows the same set of skills as used in Hands-On Exercises 2 and 3 in the chapter. Refer to Figure 3.25 as you complete this exercise.

OrderID	CustomerID	EmployeeID	OrderDate	ShippedDate	DaysToShip	ShipVia	Revenue	ShipCountry
10254	CHOPS	5	5/4/2011	6/23/2011	50	1	\$54.68	Finland
10264	FOLKO	6	5/17/2011	6/15/2011	29	3	\$2,606.81	USA
10450	ERNSH	4	11/23/2011	12/22/2011	29	1	\$395.12	USA
10470	BONAP	4	1/2/2013	2/21/2013	50	1	\$1,829.57	Austria
10514	ERNSH	3	3/14/2012	4/27/2012	44	3	\$344.68	Austria
10579	LETSS	1	5/2/2012	5/28/2012	26	2	\$117.88	Germany
11009	GUUJUS	2	2/6/2013	3/25/2013	47	2	\$159.78	Belgium
11058	RLAUS	9	2/12/2013	5/3/2013	80	3	\$115.46	Germany

FIGURE 3.25 Shipping More Than 3 Weeks Query ▶

- a. Open Access, and then type **a03p2orders_LastnameFirstname** in the **File Name box**. Click **Browse** to 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.
- b. Click **View** in the Views group to switch to Design view. Type **Orders** in the **Save As dialog box**, and then click **OK**.
- c. Change the first Field Name to **OrderID**, and then change the Data Type to **Number**. Type **CustomerID** in the second row, and then press **Tab**. Accept **Text** as the Data Type. Type **EmployeeID** in the third row, and then press **Tab**. Select **Number** for the Data Type.
- d. Type the remainder of the fields:

OrderDate	Date/Time
ShippedDate	Date/Time
ShipVia	Number
Revenue	Currency
ShipCountry	Text

- e. Verify the first field is set as the Primary Key.

- f. Click **View** in the Views group to switch to Datasheet view. Click **Yes** to save the table. Add the three records as shown in table below. Press **Tab** to move to the next field.

Order ID	Customer ID	Employee ID	Order Date	Shipped Date	Ship Via	Revenue	Ship Country
10248	WILMK	5	4/27/2013	5/16/2013	1	\$142.86	Belgium
10249	TRADH	6	4/28/2013	5/17/2013	2	\$205.38	Germany
10250	HANAR	4	5/1/2013	5/20/2013	2	\$58.60	Venezuela

- g. Open the *a03p2orders_import* Excel file, and then click **Enable Editing** if necessary. Click and hold on row 2 and drag through row 828 so that all of the data rows are selected. Click **Copy** in the Clipboard group.
- h. Return to Access, and then click on the **asterisk (*)** on the fourth row of the Orders table. Click **Paste** in the Clipboard group, and then click **Yes** to confirm that you want to paste all 827 rows into the Orders table. Save and close the table, and then close the spreadsheet and Excel. Do not save the data in the clipboard if prompted.
- i. Click the **Create** tab, and then click **Query Design** in the Queries group to start a new query. The Show Table dialog box opens. Add the Orders table, and then close the Show Table dialog box.
- j. Select all the fields in the Orders table, and then drag them to the query design grid. Click on the **ShipVia** field, and then click **Insert Columns** in the Query Setup group.
- k. Click **Builder** in the Query Setup group. Double-click **Functions**, and then click **Built-In Functions** in the Expression Builder box. Click **Date/Time** in the Expression Categories box, and then double-click **DateDiff** in the Expression Values box.
- l. Replace the placeholder fields with the following values:

«interval»	"d"
«date1»	[OrderDate]
«date2»	[ShippedDate]
«firstdayofweek»	<i>remove; also remove commas</i>
«firstweekofyear»	<i>remove; also remove commas</i>

- m. Click **OK** to close the Expression Builder. Replace *Expr* with **DaysToShip** as the calculated field name. Run the query and verify that DaysToShip is displaying valid values.
- n. Switch back to Design view. Add the criteria **>21** to the DaysToShip field. Run the query, and then compare your results to Figure 3.25. Save the query as **Shipping More Than 3 Weeks**. Close the query.
- o. Click the **Create** tab, and then click **Query Design** in the Queries group to start a new query. The Show Table dialog box opens. Add the Orders table, and then close the Show Table dialog box. Click **Totals** in the Show/Hide group.
- p. Add the following fields to the query design grid:

ShipCountry	Verify the Total row is set to <i>Group By</i> .
Revenue	Change the Total row to Sum .

- q. Click **Run** to see the results, and then save the query as **Revenue by Ship Country**. Close the query.
- r. Click the **File** tab, and then click **Compact & Repair Database**.
- s. Click the **File** tab, and then click **Exit** (to exit Access).
- t. Submit the database based on your instructor's directions.