Access 2016 Instructor's Manual

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Access Module 2: Building and Using Queries

A Guide to this Instructor's Manual:

We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same heading in <u>blue</u> that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities.

In addition to this Instructor's Manual, our Instructor's Resources Site also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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Module Objectives

Students will have mastered the material in Access Module 2 when they can:

- Use the Query Wizard
- Work with data in a query
- Use Query Design View
- Sort and find data

- Filter data
- Apply AND criteria
- Apply OR criteria
- Format a datasheet

Access 28: Use the Query Wizard

LEARNING OUTCOMES

- Describe the purpose for a query
- Create a query with the Simple Query Wizard

- Introduce the **Simple Query Wizard** in FIGURE 2-1 and, depending on the background of students, show them that using the wizard spares students having to write **SQL (Structured Query Language)** code.
- Make sure students realize that a **query** is merely a question it is not a duplication of the data even though the datasheet that is presented (the **logical view** of the data, shown in FIGURE 2-2) can be used for data entry and updates.
- Be sure students understand that a query allows you to focus on specific information that answers the query question.
- Emphasize the wide and extensive use of queries to the database user.

TEACHER TIPS

Introduce this module by reminding students that when they use an online search engine, such as Google or Bing they are really asking questions of a database. When they access the online catalog at the library, they also are querying a database.

Querying is one of the main benefits of creating a database. Users want to be able to find answers quickly to questions concerning the data.

CLASSROOM ACTIVITIES

- 1. Critical Thinking: Ask students to come up with reasons they would use a query (versus opening a table datasheet). Answers include:
 - To view fields from more than one table in a single datasheet.
 - To view subsets of records rather than all the records in a table datasheet (filtering and adding criteria covered later in Unit B).
 - To create calculated fields.
 - To collect the fields and records needed for forms and reports.
- 2. Class Discussion: Ask students for sample questions that might be asked of a student database.

Access 30: Work with Data in a Query

LEARNING OUTCOMES

- Edit records in a query
- Delete records in a query

LECTURE NOTES

- Compare entering and editing data in a query datasheet to the same tasks in a table datasheet.
- Use FIGURES 2-3 and 2-4 to show the effects of updating a record in the query datasheet and deleting another record.

TEACHER TIP

Inherent to students' understanding of how relational databases work is understanding that every other object is built "on top of" the tables. Any time data is being edited, it is being changed/stored in table objects. Tables, queries, and forms can all be used to enter and update data, but data is only physically stored in tables. Without this understanding students may be led to believe that they need to update data every place it is presented – in every query, form, or report where it is shown. This is not true. Once data is changed, for example, once the name Friedrichsen is changed to Franklin, every other object that displays that data is automatically updated as well.

CLASSROOM ACTIVITIES

- 1. Class Discussion: Ask students to brainstorm some real-world scenarios in which they would make the kinds of modifications demonstrated in this section.
- 2. Critical Thinking: Querying means asking questions. What kind of questions do you ask in a typical day? Would a database be able to answer those questions?

Access 32: Use Query Design View

LEARNING OUTCOMES

- Work in Query Design View
- Add criteria to a query

LECTURE NOTES

- Point out the various parts of the **Query Design View** window in FIGURE 2-5, and the resulting query in FIGURE 2-6.
- Explain that students should be extremely familiar with Query Design View, criteria, field lists, join lines (link lines), and the query design grid.
- Point out the one-to-many relationship line between related tables in the query in FIGURE 2-5.
- Distinguish between the use of the **Save command** on the File tab and the **Save Object As command**, reminding students that Access saves data automatically as they move from record to record.

TEACHER TIPS

Note that when there is no scroll bar in a field list, it means that all fields are visible.

Access uses Query-by-Example (QBE) to query a database. Query-by-Example is a query manipulation language for relational databases in which users indicate the action to be taken by completing on-screen forms. The query feature of Microsoft Excel uses QBE.

Students should understand that although the answer displays in Datasheet view, no table exists. It is a dynamic or virtual set of records. When a query design is saved, only the design is saved not the answer. Query results, therefore, always show the most current data.

CLASSROOM ACTIVITIES

1. Quick Quiz:

- 1. How is the relationship between two tables displayed? (Answer: With a join line, or link line)
- 2. What does the query design grid display? (Answer: The field names, sort orders, and criteria used within the query)

2. Assign a Project: Have students research QBE, an early language for creating queries and then share the results of their research with the class.

Access 34: Sort and Find Data

LEARNING OUTCOMES

- Apply short orders to a query
- Find and replace data in a query
- Undo edits in a query

LECTURE NOTES

- Make sure students understand how ascending and descending sort orders apply to each different type of field, for example text, number, currency, and date/time data.
- Make sure students know that they can click any field and use it to sort the records. Point out the **field selector** in FIGURE 2-7. Access never sorts just a single field/column at a time. Review the result of the new sort orders in the datasheet in FIGURE 2-9.
- Review the features of the Find and Replace dialog box in FIGURE 2-8.

CLASSROOM ACTIVITIES

- Critical Thinking: Sorting means ordering records in a particular way. When would it be useful to sort data in ascending order? Why? When would it be useful to sort data in descending order? Why?
- 2. Quick Quiz:
 - 1. Deleting a field from a query deletes it from the underlying table. T/F? (Answer: False)
 - 2. Sort orders always work from right to left. T/F? (Answer: False)

LAB ACTIVITY

Using the query shown in FIGURE 2-7, have students practice sorting on more than one field such as Category and TripName. Ask them to sort by duration within each category. Show them how to move the Price field to the left of the Category field, select both fields, and apply a sort to the two fields at the same time to achieve the desired sort.

Access 36: Filter Data

LEARNING OUTCOMES

- Apply and remove filters in a query
- Use wildcards in criteria

LECTURE NOTES

- **Filtering** data is a *temporary* activity. As soon as the filter is removed, it is not saved. Therefore, if a question about the data is asked over and over again, it should be saved as a query so that the query can simply be opened to see the resulting data.
- Simple filters require only that students click the field they want to filter on (such as Adventure in the Category field), and click the Selection button. Any filtering done with two or more fields requires the use of the advanced filter tools.
- Contrast the use of the Filter By Selection feature with the use of Filter By Form feature.
- Use TABLE 2-2 to compare filters and queries. Point out to students, however, that queries are by far more powerful. Discuss the filter buttons shown in TABLE 2-3 and when each one would be used.
- Review the wildcard characters shown in the Clues to Use box.

TEACHER TIPS

Be sure to have students view the navigation buttons after each filter to get a sense of how many records they are viewing at any one time. This will help them answer the "reasonableness" test question. Is the answer I'm seeing reasonable? (or not?) Students may not know the answer to this when working with sample database files provided by this textbook, but they certainly would be able to answer that question in the real world when working with their own data.

Note that while a filter is not the same thing as a query, if you create a filter and decide that you would like to reuse it, and therefore should have created a query, a filter can be saved as a query object and reused. For the most part, however, filters are temporary views of data and do not contain as much power as queries (see TABLE 2-2).

Filtering produces a subset of the table. This is useful when you need to update a field in several records with the same value but do not need an update query.

Make sure students understand the difference between the Toggle Filter button and the Clear All Filters button. The Toggle Filter button redisplays all records but does not clear any filters that have been applied.

When a criterion is entered in a query, the criterion is an example of the expected result. Entering criterion in a query is similar to entering an author's name in a search of a library card catalog or an electronic library database. The asterisk and question mark wildcards are the same wildcards that are used with the search features in Windows and other Microsoft applications. Access automatically adds the LIKE operator and quotation marks to criteria that use wildcards.

CLASSROOM ACTIVITIES

1. Class Discussion: Consider circumstances in which the Filter By Selection feature is the tool to use. When is Filter By Form better to use?

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- 2. Critical Thinking: Why does Microsoft provide so many different features (filters versus queries for example) that overlap in functionality? (Even though there are times when more than one tool could do a job, depending on the nature of the problem there is generally a "best" way to accomplish a task. Providing many different tools gives the user the choice of several ways to tackle a problem. It is incumbent on the user to be trained well enough to know which tool is most productive and best for each job.)
- 3. Critical Thinking: Compare the two methods of finding records presented in this chapter: searching and filtering. Which do you consider to be more efficient? As a database user, when do you think it would be best to use filtering rather than searching?

Access 38: Apply AND Criteria

LEARNING OUTCOMES

- Enter AND criteria in a query
- Define criteria syntax
- Use comparison operators with criteria

LECTURE NOTES:

- Being able to master query criteria is absolutely essential to the success of every Access user. Do not let students go beyond this lesson until they completely understand it.
- Note that the use of "AND" means that BOTH criteria must be true in order for the record to be selected.
- The **AND criteria** are entered in one row of the query grid as shown in FIGURE 2-13. It is absolutely essential that students understand what AND criteria is as well as how to enter it in the query grid.
- Discuss the support that Access provides with **criteria syntax** and review the function of the comparison operators in TABLE 2-4.
- Explain how to search for blank fields using the Clues to Use box.

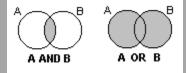
TEACHER TIPS

Comparison operators are used with both numeric and text data. The order of the greater than or equal to (>=) and less than or equal to (<=) operators is fixed; they cannot be reversed.

The difference between putting criteria in one versus two rows is extremely important and is covered in the lessons on AND versus OR criteria. At this point, students are starting to see how important precision is when working with databases.

Be sure students understand that they can go back and forth between Datasheet and Query Design View to make sure you get the records desired. The most common errors would be not entering the criteria on one row or making a typo.

You can use a Venn diagram to illustrate the concept of AND and OR criterion visually:



CLASSROOM ACTIVITIES

- 1. Class Discussion: Design a truth table on the board and fill in the values with the students. Ask students for other uses of a truth table.
- 2. Quick Quiz:
 - 1. With AND criteria, all criteria must be true to select the record. T/F? (Answer: True)
 - 2. Criteria syntax are rules that specify how to enter criteria. T/F? (Answer: True)

Access 40: Apply OR Criteria

LEARNING OUTCOMES

- Enter OR criteria in a query
- Rename a query

LECTURE NOTES:

- Explain the difference between AND and **OR criteria** in the query grid. Students show know how it is entered (as shown in FIGURE 2-15) as well as how many records are selected (as shown in FIGURE 2-16).
- Note that OR criteria always retrieves more records. AND criteria always narrows the number of records selected. OR criteria always expands the number of records selected.

CLASSROOM ACTIVITIES

Critical Thinking: How would you write a query to find all trips where the state was Colorado and the duration was either 7 or 10 days?

- 1. Quick Quiz:
 - 1. You use AND criteria when one criterion must be true in order for the record to be selected. T/F? (Answer: False)

Access 42: Format a Datasheet

LEARNING OUTCOMES

- Zoom in print preview
- Format a datasheet
- Change page orientation

LECTURE NOTES:

- Many of the buttons and tools students will use to format a datasheet are already familiar to them from Word and Excel such as Bold, Italic, Underline, Font Color, Font Face, Font Size, and Fill. The Alternate Fill/Back Color button helps readers differentiate different lines on datasheet printouts.
- Note that the entire datasheet is formatted as a single unit. You do not format individual cells as you do in Excel.

TEACHER TIP:

Point out the differences between a color and black and white printer. On a black and white printer, all colors are converted to shades of gray. Bright colors may be converted to solid black boxes. Always encourage students to print preview before printing.

CLASSROOM ACTIVITIES

- Assign a Project: Have students open a datasheet and apply at least three formats that they feel enhance the printout. Print the datasheets, pair students up, and have them critique each other's printouts. Remind students that some formatting embellishments, such as too much color, font size too small to read, font face too fancy to be legible, can actually detract from readability and professionalism.
- Group Activity: Ask students to apply three different formats to a datasheet in three different categories (font face, font size, color) and print them. Have them write down the formatting embellishments on the back of the paper. Pass the papers around the class and ask students to vote on the one they like best and explain why.

End of Module Material

- Concepts Reviews consist of multiple choice, matching, and screen identification questions.
- Skills Reviews provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the module skills. The Independent Challenges increase in difficulty, with the first one in each module being the easiest. Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.
- Independent Challenge 4: Explore contain practical exercises to help students with their everyday lives by focusing on important and useful essential skills, including creating photo montages for scrapbooks and photo albums, retouching and color-correcting family photos, applying layer styles and getting Help online.
- **Visual Workshops** are practical, self-graded capstone projects that require independent problem solving.

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MODULE 2 Building and Using Queries

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Module 2: Building and Using Queries

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Trips table field list	6. h	16. b
2. Duration field from Trips table in query grid	7. c	17. a
3. Ascending sort order on TripName field	8. d	18. d
4. Or criteria on two rows	9. j	19. b
5. And criteria on one row	10. e	20. a
	11. a	
	12. i	
	13. b	
	14. f	
	15. g	

Skills Review

Data File: Salvage-2.accdb. Solution File: Salvage-2-Solution.accdb

1.-2. The final CenterDeposits query is shown below.

CenterName	✓ DepositDate +I	Weight +	ClubName -
Student's Last Name Recycling	1/30/2017	80	Kansas City Frogman Club
Taney County Salvage	1/30/2017	150	Boy Scout Troop 6
Adair county Recycling	1/21/2017	170	Great Plains 4-H
Student's Last Name Recycling	1/20/2017	80	Bootstrap Club
A1 Salvage Center	1/20/2017	190	Junior League
Taney County Salvage	1/16/2017	85	Access Users Group
A1 Salvage Center	1/15/2017	175	Social Media Club
Taney County Salvage	1/14/2017	85	Junior League
A1 Salvage Center	1/13/2017	100	Bootstrap Club
Taney County Salvage	1/13/2017	125	Boy Scout Troop 6
Taney County Salvage	1/9/2017	90	Social Media Club
Adair county Recycling	1/9/2017	80	Kansas City Frogman Club
Adair county Recycling	1/8/2017	140	Junior League
Student's Last Name Recycling	1/7/2017	105	Kansas City Frogman Club
Adair county Recycling	1/7/2017	30	Boy Scout Troop 6
Taney County Salvage	1/7/2017	60	Great Plains 4-H
A1 Salvage Center	1/3/2017	205	Social Media Club
Student's Last Name Recycling	1/2/2017	45	Junior League
Taney County Salvage	12/8/2016	50	Access Users Group
A1 Salvage Center	12/6/2016	80	Social Media Club
Student's Last Name Recycling	12/3/2016	70	Social Media Club
Student's Last Name Recycling	12/1/2016	80	Access Users Group
Adair county Recycling	11/29/2016	90	Junior League

Note:

- 1b: CenterName, DepositDate, Weight, ClubName fields
- 1c: Johnson Recycling was changed to a center name that has the student's last name.
- 2a: The first record (A1 Salvage Center with a DepositDate of 2/4/2014) has been deleted
- 2b: JavaScript KC (ClubName) has changed to Bootstrap Club.
- 2d: The date of 1/30/2017 is entered for the current first record
- 3-5: The final 100PlusDeposits query is shown below:

FName 💌	LName -	ClubName	Ŧ	DepositDate -	Weight +
SI	Hickman	Access Users Group		2/13/2014	200
SI	Hickman	Access Users Group		2/13/2015	185
SI	Hickman	Access Users Group		2/18/2015	185
SI	Hickman	Access Users Group		3/7/2015	145
SI	Hickman	Access Users Group		4/19/2015	115
SI	Hickman	Access Users Group		5/1/2015	105
SI	Hickman	Access Users Group		1/30/2015	100
SI	Hickman	Access Users Group		2/22/2016	100
SI	Hickman	Access Users Group		2/26/2014	100
Cory	Harding	Bootstrap Club		2/28/2016	125
Cory	Harding	Bootstrap Club		4/3/2016	115
Cory	Harding	Bootstrap Club		1/13/2017	100
Charles	Schaffer	Boy Scout Troop 6		4/30/2015	205
Charles	Schaffer	Boy Scout Troop 6		2/20/2015	200
Charles	Schaffer	Boy Scout Troop 6		2/20/2014	200
Charles	Schaffer	Boy Scout Troop 6		5/7/2015	190
Charles	Schaffer	Boy Scout Troop 6		1/30/2017	150
Charles	Schaffer	Boy Scout Troop 6		1/13/2017	125
Charles	Schaffer	Boy Scout Troop 6		4/18/2016	105
Charles	Schaffer	Boy Scout Troop 6		11/2/2016	100
Renaldo	Bartles	Great Plains 4-H		1/21/2017	170
Amy	Moon	Junior League		9/24/2015	200
Amv	Moon	Junior League		1/20/2017	190

Note:

3c: FName, LName, ClubName, DepositDate, Weight fields

3d: All Weight values are >=100 saved in Query Design View

4a: Ascending sort order is placed on the ClubName field and descending sort order is placed on Weight field in Query Design View

4c: Boy Scout Troop 324 (ClubName) has been changed to Boy Scout Troop 6.

4d: Trey in FName field is changed to student's initials (SI in figure above)

5a Filter the records for ClubName equals Access Users Group.

5b **Filter** the records from step 5a for DepositDate >=1/1/2015 as shown below:

5c Print the datasheet if requested by the instructor. Note that filters are temporary and not saved with the query, so if you want to grade step 5, the student must produce this printout.

	FName 🝷	LName 🔻	ClubName	-Y	DepositDate-Y	Weight -
	SI	Hickman	Access Users Group		2/18/2015	185
	SI	Hickman	Access Users Group		2/13/2015	185
	SI	Hickman	Access Users Group		3/7/2015	145
	SI	Hickman	Access Users Group		4/19/2015	115
	SI	Hickman	Access Users Group		5/1/2015	105
	SI	Hickman	Access Users Group		2/22/2016	100
	SI	Hickman	Access Users Group		1/30/2015	100
*						

6a: Save the 100PlusDeposits query as 100PlusDeposits2016.

6c. The criteria entry Like "*/*/2016" should be in the DepositDate field in Query Design View. Alternatively, the criteria >=1/1/2016 and <= 12/31/2016 or >12/31/2015 and <1/1/2017 are also equivalent ways to select all records in the year 2016 as shown below:

	FName 🔻	LName -	ClubName +	DepositDate -	Weight -
	SI	Hickman	Access Users Group	2/22/2016	100
	Cory	Harding	Bootstrap Club	2/28/2016	125
	Cory	Harding	Bootstrap Club	4/3/2016	115
	Charles	Schaffer	Boy Scout Troop 6	4/18/2016	105
	Charles	Schaffer	Boy Scout Troop 6	11/2/2016	100
	Jordan	Smith	Kansas City Frogman Club	8/20/2016	105
	Trixie	Cho	Social Media Club	8/19/2016	205
*					

7. Save the 100PlusDeposits query as 100PlusDeposits2Clubs. The solution is shown in Figure 2-20. Note: 7b-7c. All records have ClubName = Social Media Club or Access Users Group and Weight >=100

8a. For the Centers table, the Times New Roman font with 14-point font size is applied

8b. All columns have been resized so data and field names are visible.

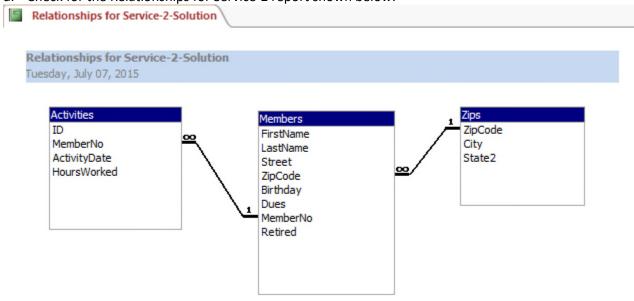
8c-8d. If creating a printout, the printout should be in landscape orientation and use narrow margins so that it fits on a single sheet of paper.

Independent Challenge 1

Data File: Service-2.accdb. Solution File: Service-2-Solution.accdb

The solution to this exercise is shown in Figure 2-21.

d. Check for the Relationships for Service-2 report shown below:



- e. Create a query (named March2017 in step i) with these fields: FirstName, LastName, ActivityDate, HoursWorked. The solution to this is shown in Figure 2-21.
- g. Add criteria to select only those records in March 2017.
- h. In Query Design View, apply an ascending sort order on the LastName and ActivityDate fields.
- i. Make sure that the student's name has replaced Quentin Garden and that the columns have been widened to clearly display all data and field names.

Independent Challenge 2

Data File: HouseOfReps-2.accdb. Solution File: HouseOfReps-2-Solution.accdb

The final solution is shown in Figure 2-22. Note:

- c. The fields are in the following order: StateAbbrev, StateName, Capital, FName, LName
- d. An ascending sort order on StateName then LName.
- e. Criteria to select only Ohio or Pennsylvania using OH and PA criteria in the StateAbbrev field.
- f. The query is named OhioAndPenn. The student's name is entered instead of Butterfield.

Independent Challenge 3

Data File: VetClinic-2.accdb. Solution File: VetClinic-2-Solution.accdb

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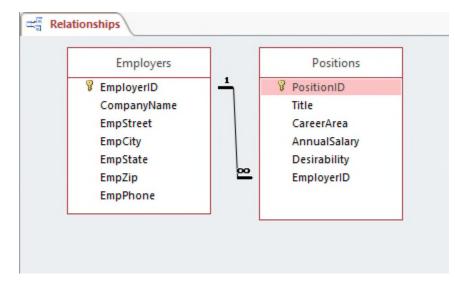
The solution is shown in Figure 2-23. Note:

- c. Student Name is added as a new record in Vets table.
- e. ClinicVetListing is the new query name with the following fields: VetLast, VetFirst, ClinicName, and Phone. (Note the order of fields is changed in step h.)
- f. Animal Haven (ClinicName) changed to Animal Emergency Shelter.
- g. In Query Design View, criteria is added to the ClinicName field to select only Animal Emergency Shelter or Veterinary Specialists.
- h. In Query Design View, the ClinicName field is moved to the first field column and an ascending sort order is added to the ClinicName and VetLast fields.
- i. Fields are resized to show all data.

Independent Challenge 4

No Data File. Solution File: Jobs-Solution.accdb

- b. Check Table Design View of the Positions table. The field names, data types, and descriptions should match this step.
- c. Check Table Design View of the Employers table. The field names, data types, and descriptions should match this step.
- d. Make sure EmployerID is the primary key field of the Employers table. Make sure PositionID is the primary key field of the Positions table.
- e. Make sure the relationships window looks like the following:



f-g. Answers will vary, but a potential solution is shown below. There should be five valid records in the Employers table, and five valid records in the Positions table. The records in the Positions table can be attached to any employer record.

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	Em	ployerID - Co	mpanyName -	EmpStreet	EmpCity	EmpState -	EmpZip -	EmpPhone - Click to Add -
F		1 IBM	N	400 Locust St	Des Moines	IA	51122	515-555-4444
L		PositionID 👻	Title 🚽	CareerArea -	AnnualSalar -	Desirability -	Click to Add 👻	
		1	Marketing Rep	Computers	\$35,000.00	5		
		2	Systems Engine	Computers	\$37,000.00	5		
	*	(New)			\$0.00	0		
무.		2 ED	S	500 Cricket St	Ames	IA	50010	515-555-3333
L		PositionID -	Title -	CareerArea -	AnnualSalar -	Desirability -	Click to Add 👻	
		3	Office Speciali:	Computers	\$32,000.00	4		
		4	Customer Serv	Computers	\$31,000.00	4		
		5	Technician	Computers	\$30,500.00	3		
	*	(New)			\$0.00	0		
F		3 Go	ogle	600 Crocker St	Omaha	NE	66000	616-555-2222
L		PositionID -	Title 👻	CareerArea -	AnnualSalar -	Desirability -	Click to Add 👻	
	*	(New)			\$0.00	0		
F.		4 Ap	ple	700 Beetle St	Lincoln	NE	66110	616-555-1111
L		PositionID -	Title 🛛	CareerArea 🔸	AnnualSalar -	Desirability -	Click to Add 👻	
	*	(New)			\$0.00	0		
F		5 Ba	ss Pro Shops	800 Ladybug S	t Sioux City	NE	66220	616-555-3333
L	2	PositionID -	Title 🔹	CareerArea 🔹	AnnualSalar -	Desirability -	Click to Add 👻	
	*	(New)			\$0.00	0		
		(New)						

 A potential solution to the JobList query is shown below. (Answers will vary based on the records entered in the Positions table). Make sure the query contains these fields: CompanyName, Title, CareerArea, AnnualSalary, and Desirability. Make sure the records are sorted in descending order on the Desirability field.

CompanyName 🔻	Title 🔹	CareerArea 🔹	AnnualSalary -	Desirability -
BM	Systems Engineer	Computers	\$37,000.00	5
BM	Marketing Representative	Computers	\$35,000.00	5
EDS	Customer Service Rep	Computers	\$31,000.00	4
EDS	Office Specialist	Computers	\$32,000.00	4
EDS	Technician	Computers	\$30,500.00	3

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Visual Workshop

Data File: Baseball-2.accdb. Solution File: Baseball-2-Solution.accdb

The solution is shown in Figure 2-24. Make sure the correct fields are selected: TeamName, PlayerLast, PlayerFirst, and Position.

Make sure only Position 1 and 2 are selected and an ascending sort order is added to the TeamName and PlayerPosition fields in Query Design View.

Aaron Campanella should be changed to the student's name.

The query should be saved with the name PitchersAndCatchers.

All fields should be widened to see all of the data.

Grading Rubric – Access 2016 Module 2: Building and Using Queries Module Lesson

Class: Professor: Notes: Solution Filename: R2G-2.accdb

Description	Pts	Your
		Score
The R2G-2 database contains a TripCustomerList query	3	
The TripCustomerList query contains the Stanley Bay Cleanup	2	
TripName and no instances of Captiva Bay Cleanup		
The first record has been deleted from the TripCustomerList query	3	
The FloridaTours query has been created	3	
The EcoCO7 query contains an only trips that last 7 days in the state	2	
of CO and in the Eco category		
The R2G-2 database contains an EcoCO7 query	3	
The R2G-2 database contains an EcoAdventureCO7 query	3	
The Customers table has been formatted: print landscape orientation,	2	
font=Arial Narrow, font size=12		
Columns in the TripsByCategory query have been widened	2	
TOTAL POSSIBLE POINTS:	23	

Professor: Notes: Solution Filename: Salvage-2.accdb

Description	Pts	Your Score
Salvage-2 is opened	2	Score
The CenterDeposits query is created and the student name is added to a record with Johnson Recycling value	3	
The data in the CenterDeposits query is modified and A1 Salvage Center 2/4/2014 is deleted	3	
An occurrence of JavaScript JC is changed to Bootstrap Club	3	
Records are sorted in descending order with 1/30/2017 as the date of the first record	3	
The 100PlusDeposits query is created with fields as instructed	3	
The query is set to display records with a Weight value $>=100$	3	
The 100PlusDeposits query is sorted by ClubName and Weight	3	
Any occurrence of Trey is changed to student's initials	3	
Any occurrence of Boy Scout Troop 324 is changed to Boy Scout Troop 6	3	
Filters are applied and viewed, but not are temporary, not saved	3	
The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2016, showing all records in 2016 with a Weight value >=100	3	
The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2Clubs, showing records with a ClubName of Access Users Group or Social Media Club and a Weight value >=100	3	
The Centers table datasheet is formatted with 14pt, best fit, landscape orientation, narrow margins, on one sheet	3	
TOTAL POSSIBLE POINTS:	41	0

Professor: Notes: Solution Filename: Service-2.accdb

Description	Pts	Your Score
Service-2 is opened and reviewed	2	
A Relationship Report is created and saved as Relationships for Membership-B	3	
The March2017 query is created with the fields shown in Figure 2-21	3	
Criteria is added to show records only in March of 2017	3	
The query is sorted by LastName and ActivityDate	3	
The Quentin Garden name is changed to the student name	3	
The query is formatted so all data is visible	3	
TOTAL POSSIBLE POINTS:	20	0

Professor: Notes: Solution Filename: VetClinic-2.accdb

Description	Pts	Your
		Score
VetClinic-2 is opened and reviewed	2	
The student name is added as a new record to the Vets table	3	
The ClinicListing query is created as instructed	3	
All instances of Animal Haven in the ClinicName field are changed to	3	
Animal Emergency		
Criteria is set to show only Animal Emergency Clinic or Veterinary	3	
Specialists		
The ClinicName field is moved to the first column, and the query is sorted	3	
by ClinicName and VetLast		
The query is formatted so all data is visible as shown in Figure 2-23	3	
TOTAL POSSIBLE POINTS:	20	0

YOUR SCORE: _____

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Salvage-2 is opened

The CenterDeposits query is created and the student name is added to a record with Johnson Recycling value

CenterName	Deposit	weight -	ClubName ·	•
Student's Last Name Recycling	1/30/2017	80	Kansas City Frogman Club	
Taney County Salvage	1/30/2017	150	Boy Scout Troop 6	
Adair County Recycling	1/21/2017	170	Great Plains 4-H	
Student's Last Name Recycling	1/20/2017	80	Bootstrap Club	The data in the CenterDeposits query is
A1 Salvage Center	1/20/2017	190	Junior League	1 1 7
Taney County Salvage	1/16/2017	85	Access Users Group	modified and A1 Salvage Center
A1 Salvage Center	1/15/2017	175	Social Media Club	2/4/2014 is deleted
Taney County Salvage	1/14/2017	85	Junior League	
A1 Salvage Center	1/13/2017	100	Bootstrap Club	
Taney County Salvage	1/13/2017	125	Boy Scout Troop 6	
Taney County Salvage	1/9/2017	90	Social Media Club	An occurrence of JavaScript JC is
Adair County Recycling	1/9/2017	80	Kansas City Frogman Clui	changed to Bootstrap Club
Adair County Recycling	1/8/2017	140	Junior League	changed to bootstrap Club
Student's Last Name Recycling	1/7/2017	105	Kansas City Frogman Club	
Adair County Recycling	1/7/2017	30	Boy Scout Troop 6	
Taney County Salvage	1/7/2017	60	Great Plains 4-H	
A1 Salvage Center	1/3/2017	205	Social Media Club	
Student's Last Name Recycling	1/2/2017	45	Junior League	
Taney County Salvage	12/8/2016	50	Access Users Group	
A1 Salvage Center	12/6/2016	80	Social Media Club	
Student's Last Name Recycling	12/3/2016	70	Social Media Club	
Student's Last Name Recycling	12/1/2016	80	Access Users Group	
Adair County Recycling	11/29/2016	90	Junior League	
Adair County Recycling	11/18/2016	85	Access Users Group	

Records are sorted in descending order with 1/30/2017 as the date of the first record

The 100PlusDeposits query is created with fields as instructed

100PlusD FName							s as instructed	
SI	- LName -	ClubName	• Der	ositDate - V	Veight -			
	Hickman	Access Users Group		2/13/2014	200			
SI	Hickman	Access Users Group		2/13/2015	185			
SI	Hickman	Access Users Group		2/18/2015	185	⊂ ⊂ Th	e query is set to	display recon
SI	Hickman	Access Users Group		3/7/2015	145	wit	h a Weight valu	1e >= 100
SI	Hickman	Access Users Group		4/19/2015	115		U	
SI	Hickman	Access Users Group		5/1/2015	105			
SI	Hickman	Access Users Group		1/30/2015	100			
SI	Hickman	Access Users Group		2/22/2016	100			
SI	Hickman	Access Users Group		10014	100			
Cory	Harding	Bootstrap Club	TI	ne 100PlusE	Democite a	uerv is sou	ted	
Cory	Varding	Bootstrap Club					icu	
Cory		Bootstrap Club	^{by}	V ClubName	and weig	gni		
Charles				4/30/2015	205			
Charles	Any occur	rrence of		2/20/2015	200			
Charles	Trey is ch	anged to		2/20/2014	200			
	student's	U		5/7/2015	190			
Charles	student 5			1/30/2017	150			
Charles	Schaffer	Boy Scout Troop 6		1/13/2017	125			
Charles	Schaffer	Boy Scout Troop 6		4/18/2016	105			
Charles	Schaffer	Boy Scout Troop 6		11/2/2016	100			
Renaldo	Bartles	Great Plains 4-H		1/21/2017	170			
Amy	Moon	Junior League		9/24/2015	200			
Amy	Moon	Junior League		1/20/2017	190			
Amy	Moon	Junior League		3/4/2014	150			
	Any o	ccurrence of Boy						
	Any or Troop							
_	Any or Troop Scout	ccurrence of Boy 324 is changed t						
100Plus	Any or Troop Scout	ccurrence of Boy 324 is changed t Troop 6	o Boy					
100Plusi FName	Any or Troop Scout	Currence of Boy 324 is changed t Troop 6	o Boy	DepositDate •		•		
100Plus	Any or Troop Scout	ccurrence of Boy 324 is changed t Troop 6	o Boy	DepositDate - 2/22/201		-		
100Plusi	Any or Troop Scout	Currence of Boy 324 is changed t Troop 6	o Boy		6			
100Plusi FName Si	Any or Troop Scout	ClubName Access Users Grou	o Boy	2/22/201	6	100		
100Plusi FName SI Cory	Any or Troop Scout Deposits2016 LName Hickman Harding	 ClubName Access Users Grou Bootstrap Club 	o Boy -	2/22/201 2/28/201	6 6 6	100 125		
100Plusi FName S Cory Cory	Any or Troop Scout Deposits2016 LName Hickman Harding Harding Schaffer	 ClubName ClubName Access Users Grou Bootstrap Club Bootstrap Club Boy Scout Troop 6 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201	6 6 6	100 125 115 105		
100Plus FName S Cory Cory Charles Charles	Any or Troop Scout LName Hickman Harding Schaffer Schaffer	ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6	o Boy •	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201	6 6 6 6	100 125 115 105 100		
100Plusi FName S Cory Cory Charles Jordan	Any or Troop Scout Court LName Hickman Harding Schaffer Schaffer Smith	ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6 Kansas City Frogm	o Boy p	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201	6 6 6 6 6 6	100 125 115 105 100 105		
100Plus FName S Cory Cory Charles Charles	Any or Troop Scout LName Hickman Harding Schaffer Schaffer	ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6	o Boy p	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201	6 6 6 6 6 6	100 125 115 105 100		
100Plusi FName S Cory Cory Charles Jordan	Any or Troop Scout Court LName Hickman Harding Schaffer Schaffer Smith	ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6 Kansas City Frogm	o Boy p	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201	6 6 6 6 6 6	100 125 115 105 100 105		
100Plusi FName S Cory Cory Charles Jordan	Any or Troop Scout Court LName Hickman Harding Schaffer Schaffer Smith	ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6 Kansas City Frogm	o Boy p	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201	6 6 6 6 6 6	100 125 115 105 100 105		
100Plusi FName Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout	ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6 Kansas City Frogm	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201	6 6 6 6 6 6	100 125 115 105 100 105		
FName FName Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout LName Hickman Harding Schaffer Schaffer Schaffer Smith Cho	 ClubName ClubName Access Users Grou Bootstrap Club Bootstrap Club Boy Scout Troop 6 Kansas City Frogm Social Media Club 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201 8/19/201	6 6 6 6 6 6 6	100 125 115 105 100 105 205		
FName FName Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout LName Hickman Harding Schaffer Schaffer Schaffer Smith Cho	 ClubName ClubName Access Users Grou Bootstrap Club Boy Scout Troop 6 Boy Scout Troop 6 Kansas City Frogm Social Media Club 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201 8/19/201	6 6 6 6 6 6 6	100 125 115 105 100 105 205	ts query is copic	ed
FName FName Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout LName Hickman Harding Schaffer Schaffer Schaffer Smith Cho	 ClubName ClubName Access Users Grou Bootstrap Club Bootstrap Club Boy Scout Troop 6 Kansas City Frogm Social Media Club 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201 8/19/201	6 6 6 6 6 6 7 The 100P	100 125 115 105 100 105 205		ed
FName FName Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout LName Hickman Harding Schaffer Schaffer Schaffer Smith Cho	 ClubName ClubName Access Users Grou Bootstrap Club Bootstrap Club Boy Scout Troop 6 Kansas City Frogm Social Media Club 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201 8/19/201	6 6 6 6 6 6 6 7 The 100P and the net	100 125 115 105 100 105 205	s renamed	ed
FName FName Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout LName Hickman Harding Schaffer Schaffer Schaffer Smith Cho	 ClubName ClubName Access Users Grou Bootstrap Club Bootstrap Club Boy Scout Troop 6 Kansas City Frogm Social Media Club 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201 8/19/201	6 6 6 6 6 6 7 7 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7	100 125 115 105 100 105 205	s renamed 16, showing all	
100Plus FName S Cory Cory Charles Charles Jordan Trixie	Any or Troop Scout LName Hickman Harding Schaffer Schaffer Schaffer Smith Cho	 ClubName ClubName Access Users Grou Bootstrap Club Bootstrap Club Boy Scout Troop 6 Kansas City Frogm Social Media Club 	o Boy	2/22/201 2/28/201 4/3/201 4/18/201 11/2/201 8/20/201 8/19/201	6 6 6 6 6 6 7 7 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7 7 8 7	100 125 115 105 100 105 205	s renamed	

	FName •	LName •	ClubName	DepositDate +	Weight	*
	SI	Hickman	Access Users Group	2/13/2014		200
	SI	Hickman	Access Users Group	2/18/2015		185
	SI	Hickman	Access Users Group	2/13/2015		185
	SI	Hickman	Access Users Group	3/7/2015		145
	SI	Hickman	Access Users Group	4/19/2015		115
	SI	Hickman	Access Users Group	5/1/2015		105
	SI	Hickman	Access Users Group	2/22/2016		100
	SI	Hickman	Access Users Group	1/30/2015		100
	SI	Hickman	Access Users Group	2/26/2014		100
	Trixie	Cho	Social Media Club	1/3/2017		205
	Trixie	Cho	Social Media Club	8/19/2016		205
	Trixie	Cho	Social Media Club	1/15/2017		175
	Trixie	Cho	Social Media Club	3/3/2014		100
	Trixie	Cho	Social Media Club	2/18/2014		100
¥						

The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2Clubs, showing records with a ClubName of Access Users Group or Social Media Club and a Weight value >=100

	CenterName ·	CenterStreet -	CenterCity ·	Ce ·	CenterZip ·	CenterPhone •	Contactl ·	Contacti
	A1 Salvage Center	987 Main Street	Stillwell	KS	61111	(555) 123-6666	Rhea	Knox
Ð	Student's Last Name Recycling	12345 Antioch Boulevard	Bridgewater	KS	63444	(555) 222-7897	Derek	Pence
æ	Adair County Recycling	12444 Cordoba Drive	Adair	KS	64222	(555) 780-9999	Andrea	Russo
۲	Taney County Salvage	78900 Carthage Street	Greenfield	KS	65444	(555) 111-1234	Gina	Pitt
Ð	Student Name	100 Mockingbird Lane	Massena	KS	66789	(555) 888-7777	Clark	Kent

The Centers table datasheet is formatted with 14pt, best fit, landscape orientation, narrow margins, on one sheet

Activities ID MemberNo ActivityDate HoursWorked	~	Members FirstName LastName Street ZipCode Birthday Dues	<u>∞</u> /	1 Zips ZipCode City State2		
		MemberNo Retired				p report is created Relationships for
March2014					ch2017 query is shown in Figur	
FirstName 🔻	LastName 👻	ActivityDate +	HoursWorked -			
lart	Bouchart	3/29/2014		4		
iolga	Collins	3/31/2014		8		
/lartha	Duman	3/27/2014		4		
llie	Eahlie	3/29/2014		4		
ana	Eckert	3/29/2014		5		
oraine	Goode	3/29/2014		5		
abriel	Hammer	3/29/2014		5		
	Hopper	3/27/2014	Critaria in	added to she		
eremiah			\mathbf{z} i riteria ica	added to sh	ow records	
	Hubert	3/29/2014				
lelen		3/29/2014 3/29/2014		rch of 2017		
lelen leidi	Hubert					
ielen Ieidi Iarvey	Hubert Kalvert	3/29/2014	only in Ma			
ielen ieidi iarvey on	Hubert Kalvert Mackintosh	3/29/2014 3/30/2014	only in Ma	rch of 2017 4 4		LastName
lelen leidi larvey on licah	Hubert Kalvert Mackintosh Maxim	3/29/2014 3/30/2014 3/30/2014	only in Ma	rch of 2017	ery is sorted by	LastName
lelen leidi larvey on Micah vatch	Hubert Kalvert Mackintosh Maxim Mayberry	3/29/2014 3/30/2014 3/30/2014 3/29/2014	only in Ma	rch of 2017		LastName
lelen leidi larvey on Aicah Aicah atch	Hubert Kalvert Mackintosh Maxim Mayberry Mullins	3/29/2014 3/30/2014 3/30/2014 3/29/2014 3/30/2014	only in Ma	The qu and Ac	ery is sorted by	LastName
lelen leidi larvey on Aicah latch latch oung	Hubert Kalvert Mackintosh Maxim Mayberry Mullins Mullins	3/29/2014 3/30/2014 3/30/2014 3/29/2014 3/30/2014 3/31/2014	only in Ma	The qu and Ac	ery is sorted by	LastName
lelen leidi larvey on Aicah latch latch oung Allory	Hubert Kalvert Mackintosh Maxim Mayberry Mullins Nullins Nelson	3/29/2014 3/30/2014 3/30/2014 3/29/2014 3/30/2014 3/31/2014 3/30/2014	only in Ma	The qu and Ac	ery is sorted by tivityDate	
eremiah Ielen Ieidi Iarvey on Aicah Patch Patch Patch Patch Vallory tudent First	Hubert Kalvert Mackintosh Maxim Mayberry Mullins Mullins Nelson Olson	3/29/2014 3/30/2014 3/30/2014 3/29/2014 3/30/2014 3/31/2014 3/31/2014 3/31/2014 3/31/2014	only in Ma	The Que	ery is sorted by tivityDate ntin Garden nam	ne is
Ielen Ieidi Jarvey on Aicah Patch Patch Patch Voung Aallory tudent First	Hubert Kalvert Mackintosh Maxim Mayberry Mullins Mullins Nelson Olson Student Last Student Last	3/29/2014 3/30/2014 3/29/2014 3/29/2014 3/30/2014 3/31/2014 3/31/2014 3/31/2014 3/31/2014 3/30/2014	only in Ma	The Que	ery is sorted by tivityDate	ne is
lelen leidi larvey on Alicah Patch Patch oung Aallory tudent First tudent First	Hubert Kalvert Mackintosh Maxim Mayberry Mullins Mullins Nelson Olson Student Last	3/29/2014 3/30/2014 3/30/2014 3/29/2014 3/30/2014 3/31/2014 3/31/2014 3/31/2014 3/31/2014	only in Ma	The Que	ery is sorted by tivityDate ntin Garden nam	ne is

(page 1 of 1)

ClinicName -	VetLast -	VetFirst +	Phone -
Animal Emergency Shelter	Chernoble	Selbert	(555) 5 All instances of Animal Haven in the
Animal Emergency Shelter	Kowalewski	Vicki	ClinicName field are changed to Anin
Animal Emergency Shelter	Newhart	Darryl	Emergency
Animal Emergency Shelter	Sanderson	Anne	(555) 555-7900
Animal Emergency Shelter	Sellers	Kenneth	(555) 555 7000
Animal Emergency Shelter	StudentLast	StudentFirst	The student name is added as a new
Veterinary Specialists	Dyster	Mark	(5. record to the Vets table
Veterinary Specialists	Jovar	Thomas	(555) 555-4000
Veterinary Specialists	Krey	Mark	(555) 555-4000
Veterinary Specialists	Marsh	Frank	(555) 555-4000
* The ClinicName field is mov			Criteria is set to show only Animal Emergency Clinic or Veterinary Specialists

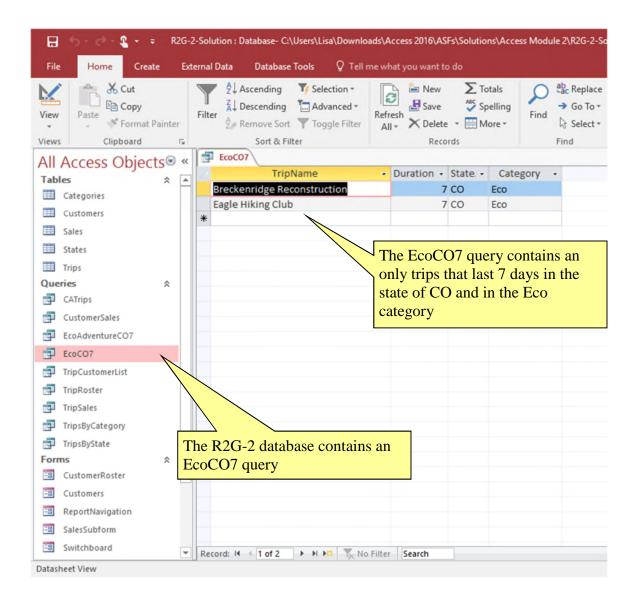
Access Module 2: Building and Using Queries Annotated Solutions

Module Lesson

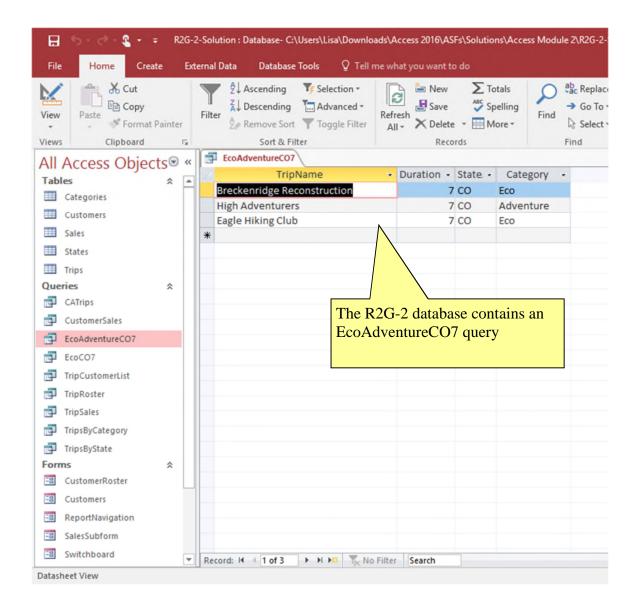
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All Access Objects® «	TripCustomerList	City	Catogany	Ories	FName •	LName •
Tables 🏦 🔺			Category	Price		
Categories	Captiva Bay Cleanup Breckenridge Reconstruction	Captiva Breckenridge	Eco	\$750 \$850	Lisa Kristen	Gomez
Customers	Captiva Bay Cleanup	Captiva	ECO	\$750	Kris	Shaw
Sales	Captiva Bay Cleanup	Captiva	Eco	\$750	Lois	Gordon
States	Captiva Bay Cleanup	Captiva	ECO	\$750	Naresh	Blackwell
	Coastal Shore Cleanup	Captiva	Family	\$150	Indicati	Bouchart
-	Breckenridge Reconstruction	Breckenridge	Eco		~	
Queries *	Golden Hands Venture	College Park	Family	The Trip	Custom	nerList query
CATrips	Golden Hands Venture	College Park		contains t	he Sta	nley Bay Cle
CustomerSales	Golden Hands Venture	College Park	Family			• •
EcoAdventureCO7	Golden Hands Venture	College Park	Family	TripNam	e and n	o instances c
EcoCO7	Red Reef Cleanup	Islamadora	Eco	Captiva E	Bay Cle	eanun
TripCustomerList	Captiva Bay Cleanup	Captiva	Eco	Cuptiva	Juj ele	unup
TripRoster	American Heritage Trip	Philadelphia	Educational	\$1,200	Sharol	Wood
	American Heritage Trip	Philadelphia	Educational	\$1,200	Lois	Gordon
TripSales	American Heritage Trip	Philadelphia	Educational	\$1,200	Tim	Hayes
TripsByCategory	American Heritage Trip	Philadelphia	Educational	\$1,200	Frank	Torres
TripsByState	Yosemite Park Cleanup	Sacramento	Eco	\$1,250	Tom	Camel
Forms *	American Heritage Trip	Philadelphia	Educational	\$1,200	Jane	Taylor
CustomerRoster	Yosemite Park Cleanup	Sacramento	Eco	\$1,250	Kristen	Collins
Customers	American Heritage Trip	Philadelphia	Educational	\$1,200	Kris	Shaw
ReportNavigation	American Heritage Trip	Philadelphia	Educational	\$1,200	Ralph	Stewart
- nepolitiongation	American Heritage Trip	Philadelphia	Educational	\$1,200	Nancy	Cole
SalesSubform						

Module 2 – Building and Using Queries (page 1 of 6)

Category - Adventure				
	TripName •			
Adventure 🖂		TripStartDate •		Duration -
	Black Sheep Hikers	08/25/2017	\$3,000	14
Adventure	Gulfside Birdwatchers	06/28/2017	\$1,550	7
Adventure	Tropical Sailboat Voyage	06/18/2017	\$1,450	7
Adventure	Paradise Water Club	06/25/2017	\$1,400	7
Adventure	High Adventurers	06/04/2017	\$1,400	7
Adventure	Bigfoot Rafting Club	09/12/2017	\$850	4
Adventure	Perfect Waves Project	06/26/2017	\$800	5
Adventure	Bear Valley Adventures		4	3
Adventure	Bikers for Ecology	09/11/2017	\$800	4
Cultural	Monmouth Festival	11/11/2017	\$1,800	7
Eco	Langguth Environment	10/18/2017	\$2,900	10
Eco	Kings Canyon Bridge Builders	07/12/2017	\$2,800	10
Eco	Red Reef Cleanup	07/05/2017	\$1,500	3
Eco	Redwood Forest Lab	09/28/2017	\$1,500	14
Eco	Eagle Hiking Club	06/18/2017	\$1,500	7
Eco	Water Education Foundation	09/20/2017	\$1,300	14
on	Yosemite Park Cleanup	07/19/2017	\$1,250	3
	Team Discovery	06/28/2017	\$1,200	5
	Mark Twain Forest Project	11/30/2017	\$1,200	7
200	Outrigger Cleanup	06/28/2017	\$1,000	7
Eco	Breckenridge Reconstruction	01/01/2018	\$850	7
Eco	Cactus Ecosystem	09/13/2017	\$800	7
Eco	Captiva Bay Cleanup	07/05/2017	\$750	3
Eco	Bass Habitat Project	07/01/2017	\$500	4
	Adventure Adventure Adventure Adventure Cultural Cultural Cultural Control Con	Adventure High Adventurers Adventure Bigfoot Rafting Club Adventure Perfect Waves Project Adventure Bear Valley Adventures Adventure Bikers for Ecology Cultural Monmouth Festival Eco Langguth Environment Eco Red Reef Cleanup Eco Eagle Hiking Club Eco Bear Valley Adventures Perfect Waves Project Eco Red Reef Cleanup Eco Beagle Hiking Club Eco Water Education Foundation Perfect Mark Twain Forest Project Mark Twain Forest Project Outrigger Cleanup Eco Bercenstruction Eco Cactus Ecosystem Eco Eco Eco Bercenstruction	AdventureHigh Adventurers06/04/2017AdventureBigfoot Rafting Club09/12/2017AdventurePerfect Waves Project06/26/2017AdventureBear Valley Adventures08/18/2017AdventureBikers for Ecology09/11/2017CulturalMonmouth Festival11/11/2017EcoLangguth Environment10/18/2017EcoRed Reef Cleanup07/05/2017EcoEagle Hiking Club06/18/2017EcoEagle Hiking Club06/18/2017EcoWater Education Foundation09/20/2017EcoWater Education Foundation09/20/2017CutralMark Twain Forest Project11/30/2017EcoBreckenridge Reconstruction01/01/2018EcoCactus Ecosystem09/13/2017EcoBas Habitat Project07/05/2017	AdventureHigh Adventurers06/04/2017\$1,400AdventureBigfoot Rafting Club09/12/2017\$850AdventurePerfect Waves Project06/26/2017\$800AdventureBear Valley Adventures08/18/2017\$800AdventureBikers for Ecology09/11/2017\$800CulturalMonmouth Festival11/11/2017\$1,800EcoLangguth Environment10/18/2017\$2,900EcoRed Reef Cleanup07/05/2017\$1,500EcoRed Reef Cleanup07/05/2017\$1,500EcoEcoBagle Hiking Club06/18/2017\$1,500EcoWater Education Foundation09/20/2017\$1,300ecoWater Education Foundation09/20/2017\$1,200Mark Twain Forest Project11/30/2017\$1,200Mark Twain Forest Project11/30/2017\$1,200EcoBreckenridge Reconstruction01/01/2018\$850EcoCactus Ecosystem09/13/2017\$1,000EcoBass Habitat Project07/05/2017\$750EcoBass Habitat Project07/01/2017\$500



Module 2 – Building and Using Queries (page 3 of 6)



Module 2 – Building and Using Queries (page 4 of 6)

H	5 · 6 · 8 - +				Table Tools	ALC - JUNITON - Data	base- C:\Users\Lisa\Dr	in includes (star a contenents par	
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All	Access Objects®	**	Customers		1	1				1	
Tabl	les \$	*	CustNo	• FName •				State ·	Zip •		FirstContact
	Categories		E	1 Mindi	Scott	52411 Oakmont Rd	Kansas City	MO	64144	(555) 444-1234	
	Customers		æ	2 Jacob	Alman	2505 McGee St	Des Moines	IA	50288	(555) 111-6931	
	Sales			3 Julia	Bouchart	5200 Main St	Kansas City	MO	64105	(555) 111-3081	
	States			4 Jane	Taylor	8206 Marshall Dr	Lenexa	KS	66214	(555) 222-9101	
	Trips		۲	5 Samantha	Garcia	600 Elm St	Olathe	KS	66031	(555) 222-7002	
	nies â		Ð	6 Kristen	Collins	520 W 52nd St	Kansas City	KS	64105	(555) 222-3602	
-	CATrips		88	7 Tom	Camel	520 W 52nd St	Kansas City	KS	64105	(555) 222-3602	
P	CustomerSales		•	8 Dick	Lee	66020 King St	Overland Park	KS	66210	(555) 222-8402	
1	EcoAdventureC07		۲	9 Daniel	Gonzalez	52520 W. 505 Ter	Lenexa	KS	66215	(555) 333-9871	
_			æ	10 Brad	Perez	56 Jackson Rd	Kansas City	MO	64145	(555) 333-0401	
P	EcoCO7		æ	11 Nancy	Walker	466 Lincoln Rd	Kansas City	MO	64105	(555) 333-0401	Friend
ġ,	TripCustomerList			12 Kathryn	Hall	96 Lowell St	Overland Park	KS	66210	(555) 444-4404	Internet
ą.	TripRoster			13 Anne	Johnson		Kansas City	MO	64145	(555) 444-8844	Mail
J.	TripSales			14 Mary Jane	Ramirez	903 East 504th St.	Kansas City	KS	64131	(555) 444-7414	Radio
1	TripsByCategory		۲	15 Frank	Torres	305 W, 99th St	Lenexa	KS	66215	(555) 566-4344	Radio
ġ,	TripsByState		æ	16 David	Carter	7066 College Rd	Overland Park	KS	66211	(555) 999-7154	Internet
ort	ns 🎗		۲	17 Jose	Edwards	624 Rin mond Ter	Clive	IA	50266	(555) 666-0365	Mail
-11	CustomerRoster		۲	18 Ralph	Stewart	4435 M St	Greenfield	IA	50849	(555) 777-8774	Internet
-11	Customers		۲	19 Naresh	Blackwell	2345 Vd	Kansas City	KS	64108	(555) 888-6004	Friend
-0	ReportNavigation			20 Elsie	Smith	5253 k Dr	Iowa City	IA	52240	(555) 999-8777	Friend
-8	SalesSubform		۲	21 Toby	Smith	5253 Or	Iowa City	IA	52240	(555) 999-8777	Friend
-8	Switchboard		۲	22 Brandon	Moore	396	West Des Moines	IA	50266	(555) 222-8908	Internet
	mitchoodid	•	Record: H 1 of	49 > H +	No Filter	learch					

The Customers table has been formatted: print landscape orientation, font=Arial Narrow, font size=12

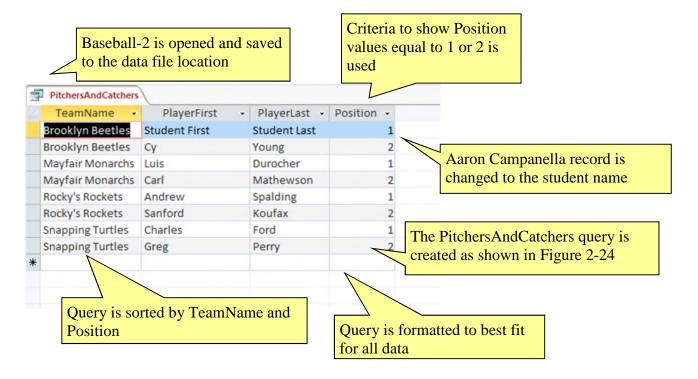
Module 2 – Building and Using Queries (page 5 of 6)

	r Fa	Al Ascending Al Descending Descending Remove So Sort & TripsByCategory	rt 🝸 Toggle Filter 🛛 🕅 All + 🗙 Delete +			e TripsByC en widened
II Access Objects	**	Category -	TripName •	TripStartDate •	Price +	Duration -
ables	-	Adventure V	Black Sheep Hikers	08/25/2017	\$3,000	14
Categories		Adventure	Gulfside Birdwatchers	06/28/2017	\$1,550	7
Customers		Adventure	Tropical Sailboat Voyage	06/18/2017	\$1,450	7
Sales		Adventure	Paradise Water Club	06/25/2017	\$1,400	7
States		Adventure	High Adventurers	06/04/2017	\$1,400	7
Trips		Adventure	Bigfoot Rafting Club	09/12/2017	\$850	4
ueries 🌣		Adventure	Perfect Waves Project	06/26/2017	\$800	5
CATrips		Adventure	Bear Valley Adventures	08/18/2017	\$800	3
		Adventure	Bikers for Ecology	09/11/2017	\$800	4
CustomerSales		Cultural	Monmouth Festival	11/11/2017	\$1,800	7
EcoAdventureCO7		Eco	Langguth Environment	10/18/2017	\$2,900	10
EcoCO7		Eco	Kings Canyon Bridge Builders	07/12/2017	\$2,800	10
TripCustomerList		Eco	Red Reef Cleanup	07/05/2017	\$1,500	3
TripRoster		Eco	Redwood Forest Lab	09/28/2017	\$1,500	14
TripSales		Eco	Eagle Hiking Club	06/18/2017	\$1,500	7
		Eco	Water Education Foundation	09/20/2017	\$1,300	14
TripsByCategory		Eco	Yosemite Park Cleanup	07/19/2017	\$1,250	3
TripsByState		Eco	Team Discovery	06/28/2017	\$1,200	5
orms 🏾 🕆		Eco	Mark Twain Forest Project	11/30/2017	\$1,200	7
CustomerRoster		Eco	Outrigger Cleanup	06/28/2017	\$1,000	7
Customers		Eco	Breckenridge Reconstruction	01/01/2018	\$850	7
ReportNavigation		Eco	Cactus Ecosystem	09/13/2017	\$800	7
SalesSubform		Eco	Captiva Bay Cleanup	07/05/2017	\$750	3
a salessubionni		Eco	Bass Habitat Project	07/01/2017	\$500	4

Datasheet View

Module 2 – Building and Using Queries (page 6 of 6)

Grading Rubric Module 2: Building and Using Queries Visual Workshop

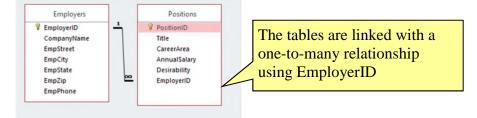


(page 1 of 1)

reviewe	d					Representatives tables as ructed
OhioAndPenn			/			
StateAbbrev	 StateName 	Capital -	FName -	LName	-	
н	Ohio	Columbus	Luis	Boehner	The	juery is sorted by StateName
н	Ohio	Columbus	Sue	Crowley	-	hen LName
Н	Ohio	Columbus	Totoro	Engel		
ОН	Ohio	Columbus	Dana	Higgins		
Н	Ohio	Columbus	Chaka	Hinchey		
Н	Ohio	Columbus	Dave	Israel		
ОН	Ohio	Columbus	Roger	Maloney		
ОН	Ohio	Columbus	Gil	McCarthy		
OH	Ohio	Columbus	Mookie	McHugh		
ОН	Ohio	Columbus	Dennis	McNulty		
ОН	Ohio	Columbus	Alan	Pearce		
ОН	Ohio	Columbus	John	Reynolds		
ОН	Ohio	Columbus	Vic	Serrano		
ОН	Ohio	Columbus	Nydia	Slaughter		
ОН	Ohio	Columbus	Ed	Student Last	Name	
OH	Ohio	Columbus	Carter	Towns		
ОН	Criteria is add	ed to select	reps from	lall		
НС	Ohio or Penns		-	lázquez	Г	
PA	two-character	•	0	umenauer		The Butterfield name is
PA	L,			ble		changed to the student name
PA	Pennsylvania	Harrisburg	Ron	Etheridge	L	
PA	Pennsylvania	Harrisburg	Denny	Foxx		
PA	Pennsylvania	Harrisburg	John	Gillmor		
	Pennsylvania	Harrisburg	Spencer	Hayes		

visible

Jobs is created and saved to the data file location			he	The Positions table is created with data from the step				
Positions								
PositionID	• Title •	CareerAre	ea 🖌 AnnualSa	lar • Des	irability -	EmployerID	- Click to Add -	
	Marketing Re	p Computer	s \$35,00	00.00	5	5	1	
	2 Systems Engin					5	1	
	3 Office Special				4	1	2	
	4 Customer Ser					1	2	
_	5 Technician	Computer				3	2	
* (No		computer		\$0.00	(0	
* (Ne	ew)		Ş	0.00		1	0	
	ositions table				set as	primary key	/S	
Positions E	mployers							
EmployerID	CompanyName -	EmpStreet •	EmpCity - E	impState +	EmpZip	 EmpPhone + 	Click to Add 🛛	
		400 Locust St	Des Moines IA		51122	515-555-4444		
		500 Cricket St			50010	515-555-3333		
		600 Crocker St 700 Beetle St			66000 66110	616-555-2222 616-555-1111		
		800 Ladybug St			66220	616-555-3333		
(New	•		oroun city inc		UULLU	010 000 0000		
	e Employers ta a from the step		ted with			ve records a mployers tal	are added into the ble	
JobList								
CompanyNam			AnnualSalar	Desirability				
IBM	Systems Engine		\$37,000.00		5			
IBM	Marketing Rep		\$35,000.00		5			
EDS	Customer Serv		\$31,000.00		4			
EDS EDS	Office Speciali: Technician	Computers	\$32,000.00		4			
	Leconician							
2005	recimician	computers	\$30,500.00		3	The JobList	t query is created	as



Grading Rubric Module 2: Building and Using Queries Visual Workshop

Professor: Notes: Solution Filename: Baseball-2.accdb

Description	Pts	Your Score
Baseball-2 is opened and saved to the data file location	2	
The PitchersAndCatchers query is created as shown in Figure 2-24		
Criteria to show Position values equal to 1 or 2 is used	3	
Query is sorted by TeamName and Position	3	
Aaron Campanella record is changed to the student name		
Query is formatted to best fit for all data	3	
TOTAL POSSIBLE POINTS:	17	0

Professor: Notes: Solution Filename: HouseOfReps-2.accdb

Description	Pts	Your Score
HouseOfReps-2 is opened and reviewed	2	
The OhioAndPenn query is created with fields from the States and Representatives tables as instructed	3	
The query is sorted by StateName and then LName	3	
Criteria is added to select reps from Ohio or Pennsylvania using their two- character abbreviations	3	
The Butterfield name is changed to the student name	3	
The query is formatted so all data is visible	3	
TOTAL POSSIBLE POINTS:	17	0

YOUR SCORE: _____

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Professor: Notes: Solution Filename: Jobs.accdb

Description	Pts	Your Score
Jobs is created and saved to the data file location	2	
The Positions table is created with data from the step	3	
The Employers table is created with data from the step		
EmployerID and PositionID are set as primary keys	3	
The tables are linked with a one-to-many relationship using EmployerID	3	
Five records are added into the Employers table		
Five records are added into the Positions table		
The JobList query is created as instructed, sorted by Desirability		
TOTAL POSSIBLE POINTS:	23	0