

## Unit 2 Applications

### Unit Application 2-1

You have been asked to create a relationship and lookup field. You have also been asked to add a subdatasheet to the department table.

1. From the **Unit 02** folder, copy the file **EcoMed-U2** and rename it *[your initials]-EcoMed-U2*. Open and enable the database.
2. Modify the one-to-many relationship between **tblInterns** and **tblDept**. Set the relationship to allow only departments found in the table **tblDept** to be entered in the table **tblInterns**.
3. In **tblInterns**, create a lookup field called **School** that will receive its data from **tblInstitutions**. Store the ID but show the name of the schools.
4. Create a subdatasheet in **tblDept** that will show the records from **tblInterns** using **DeptID** as the common field.

### Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



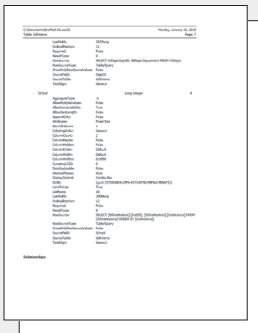
- Create a **Database Documenter** report for **tblInterns** using the following settings:

- Include for Table: **Relationships**
- Include for Fields: **Names, Data Types, Sizes, and Properties**
- Include for Indexes: **Nothing**

- Save pages 7 and 8 of the **Documenter** report as a PDF file.

- Name the report *[your initials]-U2-01-A*.

- According to your class procedures, print or turn in the PDF file.



U2-01-A.pdf  
2 Pages

### Unit Application 2-2

Create a query based on two tables that will calculate the years of service for each employee. After you have created the query, create a form that will display the date of each employee's 10-year service review.


1. Using *[your initials]-EcoMed-U2*, add a **Memo** field to **tblEmployees** and name it **Review10**.

2. Create a query named **qryReview10** that includes the following fields:

**tblEmployees:**  
**EmployeeID**  
**Review10**  
**tblJobCodes:**  
**JobTitle**

 **REVIEW**

Most years have 365 days, but every fourth year, a leap year, has 366 days. Therefore, on average, a year has 365.25 days.

 **TIP**

Depending on the date that you are completing this exercise, the number of records that meet this criteria will vary. The number of records will not affect your grade.

3. Add a calculated field named **Full Name** that concatenates **LastName** and **FirstName** for **tblEmployees**. Include a comma and a space between the two fields.
4. Add a calculated field named **Yr of Service** that will find the difference between today's date and the employee's hire date, which is found in **tblEmployees**.
5. Set a criteria to **between 10 and 11** for the field **Yr of Service**.
6. Create a form based on the **qryReview10** that is named **frmReview10**.
7. Make the title **EcoMed Employees' 10 Year Service Review** and add a label with the caption **Prepared by: [your full name]** in the **Page Footer**. Close all unused form sections.

8. The form should not be more than 8 inches wide. Align the controls so that they match the following layout. All controls should have their **BorderStyle** properties set to **Transparent**. You will not be including **Yr of Service** in this form.

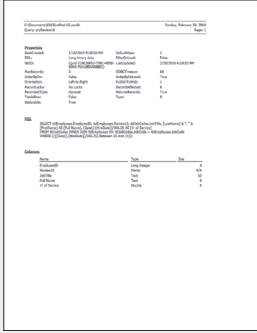
Employee ID	<i>ID data</i>	Full Name	<i>Full Name data</i>
Review	<i>blank</i>	Job Title	<i>Job Title data</i>
<i>Review10 data</i>			

### Assessment

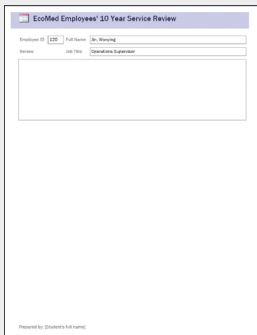


- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



U2-02-A.pdf  
1 Page



U2-02-B.pdf  
1 Page

- Create a **Database Documenter** report for **qryReview10** using the following settings:
  - Include for Query: **Properties, SQL**
  - Include for Fields: **Names, Data Types, and Sizes**
  - Include for Indexes: **Nothing**
- Save of the **Documenter** report as a PDF file named **[your initials]-U2-02-A**.
- Save **frmReview10** as a PDF. Only save the first record. Name the file **[your initials]-U2-02-B**.
- According to your class procedures, print or turn in the PDF file.

## Unit Application 2-3

You have been asked to create a query that will calculate the line of credit for each facility based on its annual revenue.

1. Using **[your initials]-EcoMed-U2**, create a query named **qryCredit** that includes the following fields:

**tblManagement:**

**MgtId**

**tblFacilities:**

**FacName**

**State**

**Revenue**



### REVIEW

Fields that are empty are NULL, but if a field stores a 0, it is not empty.



### TIP

The values stored in the field **Revenue** are yearly totals. Therefore, before calculating the value of 10 percent, you will need to divide the revenue by 12.

2. Edit the query to show only records for “Mountain States Health Alliance” (**MgtID 38**) when its **Revenue** doesn’t equal **0**.
3. Add a calculated field named **Line Of Credit** that will return 10 percent of the monthly revenue. Format the results as currency.
4. Create a report based on the **qryCredit** that is named **rptCredit**.
5. Make the title **Line of Credit Report for Mountain State Health Alliance** and add a label with the caption **Prepared by: [your full name]** in the **Report Footer**.
6. Delete the **Management ID** column. Group the report by **State** and sort by **FacName** in ascending order. Move the **State** control to the first column in the control group and move its text box to the **State Header** section. Resize the controls so that all of the data are visible and keep the report no wider than 7.9 inches. Delete the page control.
7. Remove the **Borders** around all the text boxes and add a bottom horizontal gridline to all the control in the **Detail** section. Format the **Line of Credit** data as currency with no decimals.

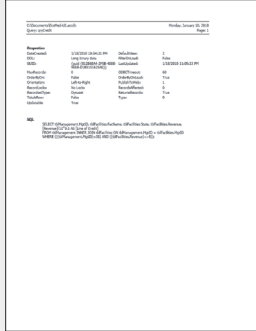
### Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.



-OR-



U2-03-A.pdf  
1 Page

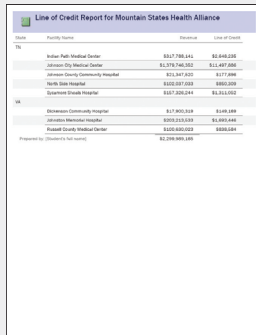
- Create a **Database Documenter** report for **qryCredit** using the following settings:

- Include for Query: **Properties, SQL**
- Include for Fields: **Nothing**
- Include for Indexes: **Nothing**

- Save of the **Documenter** report as a PDF file named **[your initials]-U2-03-A**.

- Save **rptCredit** as a PDF. Name the file **[your initials]-U2-03-B**.

- According to your class procedures, print or turn in the PDF file.



U2-03-B.pdf  
1 Page

### Unit Application 2-4 ♦ Using the Internet

**EcoMed is planning to photograph more of its inventory. You will need to research digital cameras for the company’s president. Begin this task by searching the Internet for office supply vendors that sell digital cameras priced between \$200 and \$1,000. Create a new table and form to enter the name of the camera manufacturer, the name/model of the camera, the store that sells the camera, the price of the camera, and an image of the camera. Using the form, enter data for at least four manufacturers and twelve cameras. Add your full name to the Form Header. Name the table **tblCamera** and the form **frmCamera**.**

**Design a report on paper that displays the manufacturer, name/model of the camera, store, and price. Group the data by manufacturer and sort by price in ascending order. On the Page Footer of the report, add your name as a label. Name the report **rptCamera**.**

### Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the **Datasheet View** of the table as a PDF named **[your initials]-U2-04-T**.

- Save the first record of the form as a PDF named **[your initials]-U2-04-F**.

- Save the first page of the report as a PDF named **[your initials]-U2-04-R**.

