

Front Range Action Sports is one of the country's largest retailers of sports gear and outdoor recreation merchandise. The company has large retail stores in Colorado, Washington, Oregon, California, and New Mexico, in addition to a growing online business. Major merchandise categories include fishing, camping, rock climbing, winter sports, action sports, water sports, team sports, racquet sports, fitness, golf, apparel, and footwear.

PROJECT CAP 2

In this project, you will apply skills you practiced from the objectives in Access Chapters 4–6. You will update the current database for Frank Osei, the Vice President of Finance, as he manages the company's growth. You will modify existing tables and create a new one to track part-time employee information. In addition, you will create queries to assist Frank as he monitors the company's performance and requests that data be updated. You will also create forms and reports to display information from the current tables and queries. Your printed results will look similar to the ones shown in Figure 2.1.

PROJECT FILES

For Project Cap 2, you will need the following files:
aCap2_Company_Management
aCap2_Logo
aCap2_Snowboard

You will save your files as:

Lastname_Firstname_aCap2_Company_Management_2016-01-21 (your date may differ)
Lastname_Firstname_Cap2_Company_Management
Lastname_Firstname_Cap2_Form

PROJECT RESULTS

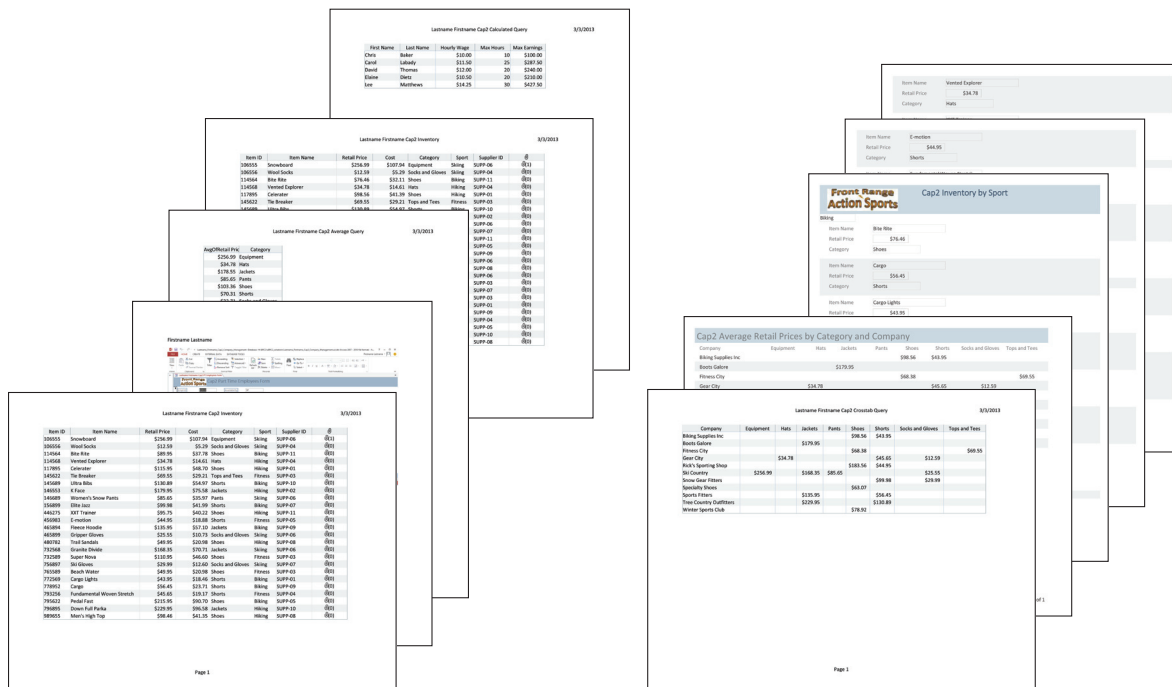


FIGURE 2.1 Application Capstone Project 2 Company Management

- 1 Start Access. Navigate to the location where the student data files for this textbook are stored. Locate and open the **aCap2_Company_Management** database. If you did not add the **Front Range Action Sports** folder to the Trust Center, enable the content.
- 2 Create a backup copy of the database, adding your **Lastname_Firstname** to the beginning of the default name of the backup file.
- 3 Save the database as **Lastname_Firstname_Cap2_Company_Management** in your **Front Range Action Sports** folder. If necessary, enable the content.
- 4 Expand the **Navigation Pane**, if necessary. **Rename** the tables to include your **Lastname Firstname** in front of the table name. Open the **Cap2 Inventory** table in **Design** view. **Close** the **Navigation Pane**.
 - a. Add a new field between **Retail Price** and **Category**. The field should be named **Cost** and it should be calculated as **[Retail Price]*.42** Format the field as **Currency**.
 - b. Add a new field at the bottom of the field list; name the field **Item Image** and select a data type that will allow an attachment. Switch to **Datasheet** view, saving the changes. Attach **aCap2_Snowboard** to the first record in the table.
 - c. If you are instructed to submit this result, create a paper or electronic printout of the table in **Landscape** orientation. **Close** the table.
- 5 Create a new table in **Design** view using the following information for field design and properties. Determine the appropriate data type based on the field details. **Save** the table as **Lastname Firstname Cap2 PT Employees** **Close** the table.

Field Name	Field Details	Field Properties
Empl ID	ID given to each employee, primary key	Field size=5
First Name	Employee's first name	Field size=18
Last Name	Employee's last name	Field size=24
Availability	Preferred availability for scheduling	Format to all capital letters. Must be D, E, W, or A (one-character codes stand for Day, Evening, Weekend, Any)
Start Date	First day of employment at FRS	Short date input mask
Hourly Wage	Earnings per hour	Required field
Max Hours	The maximum number of hours the employee wants to work in a week	Must be less than or equal to 30

- 6 Create a form in **Form Design**. For the **Record Source**, use the **Cap2 PT Employees** table.
 - a. The form should include all fields in the table. Move **Availability**, **Start Date**, **Hourly Wage**, and **Max Hours** to a second column with about **0.5 inches** separating them. Align the **Empl ID** and **Availability** fields at the top. Reduce the height of the **Detail** area to **2.0 inches**.
 - b. Add **aCap2_Logo** to the **Form Header**. Resize the logo so it is **1.5 inches wide** and **0.5 inches tall**.
 - c. Add a **title** to the **Form Header** that reads **Cap2 Part Time Employees Form** Increase the font size to **20 points**.
 - d. Add a **label** at the left edge of the **Form Footer** that reads **Form Designed by Firstname Lastname** using your name. Format the text as **Bold**.

- e. Apply a **Theme** color of your choice to the background of the **Form Header** and **Form Footer**. Use the same color to outline the **label controls** in the **Detail** section of the form. Apply a **line thickness** of your choice.
- f. In the **Detail** area, add an **action button** at the **2-inch mark on the horizontal ruler** and **1.5-inch mark on the vertical ruler**. The button should be used to print the current form using an image to identify it. Name the button **btnprtfm**. Add a second **action button** about an inch to the right of the first. The button should be used to close the form, using an image to identify it. Name the form **btnclsfrm**. Remove both buttons as tab stops on the form. Apply an **outline** that is the same color and thickness as the **label controls** in the form. Align the buttons at the top.
- g. Save the form as **Lastname Firstname Cap2 PT Employees Form**

7 Switch to **Form** view. Add the following records using the form:

Empl ID	First Name	Last Name	Availability	Start Date	Hourly Wage	Max Hours
CB241	Chris	Baker	W	02/15/2012	10.00	10
CL965	Carol	Labady	D	08/27/2014	11.50	25
LM308	Lee	Matthews	A	05/20/2014	14.25	30
DT642	David	Thomas	E	03/23/2016	12.00	20
ED032	Elaine	Dietz	W	10/20/2011	10.50	20

- 8** Review the records to be sure all information is visible. Adjust the width of the **textbox controls** as necessary. When the last record is displayed on your screen, press **[Alt] + [PrintScr]** to place a copy of the screen into the **Clipboard**. Open **Microsoft Office Word**. At the top of the document, type your first and last names, and then press **[Enter]**. On the **Home** tab, in the **Clipboard** group, click the **Paste** button to place the screenshot in the Word document window. In the **Word** window, on the **Quick Access Toolbar**, click the **Save** button. Navigate to your **Front Range Action Sports** folder, and **Save** the file as **Lastname_Firstname_Cap2_Form**. If you are instructed to submit this result, create a paper or electronic printout of the document. **Close** the document and **Word**. **Close** the form.
- 9** Based on the tables in the database, create the following queries to provide the information requested. Create paper or electronic printouts as directed.
 - a. Design a query to display the **average retail price** of the inventory by category. **Run** the query. **Save** the query as **Lastname Firstname Cap2 Average Query**. If you are instructed to submit this result, create a paper or electronic printout of the query results. **Close** the query.
 - b. Design a query to update the **Retail Price** for all shoes to reflect a 15% discount. The new retail price will be 85% of the original price. **Save** the query as **Lastname Firstname Cap2 Update Query**. Be careful to **Run** the query only once. **Close** the query. If you are instructed to submit this result, open the **Inventory** table, and then create a paper or electronic printout of the table in **Landscape** orientation.
 - c. Design a query to display each part-time employee's **First Name**, **Last Name**, **Hourly Wage**, **Max Hours**, and **Max Earnings**, which will be calculated by multiplying the hourly wage by the max hours. **Run** the query. **Save** the query as **Lastname Firstname Cap2 Calculated Query**. If you are instructed to submit this result, create a paper or electronic printout of the query results. **Close** the query.
 - d. Design a query to display the **Company**, **Category**, and **Retail Price** for all records. **Run** the query. **Save** the query as **Lastname Firstname Cap2 Crosstab Setup Query**. **Close** the query.

- e. Create a crosstab query using a **Query Wizard**. Select the **Cap2 Crosstab Setup Query** as the basis of the crosstab query. Display **Company** as the row heading, **Category** as the column heading, and an average of **Retail Price**. Do not display row sums. **Save** the query as **Lastname Firstname Cap2 Crosstab Query View** the query results. **AutoFit** all columns. If you are instructed to submit this result, create a paper or electronic printout of the query results in **Landscape** orientation. **Close** the query, saving changes.

10 Select the **Cap2 Crosstab Query**, and using the **Report Wizard**, create a crosstab report.

- a. Display all fields in the report. There will be no grouping.
- b. Sort the report by **Company**, in ascending order.
- c. Use a **tabular** format and **Landscape** orientation.
- d. Title the report **Cap2 Average Retail Prices by Category and Company**
- e. View the report's design. Adjust the width of the label boxes and text boxes so the report fits across one page. Adjust the width of the report to **10 inches**.
- f. Add a **label** at the left edge of the **Report Footer** that reads **Report prepared by Firstname Lastname** using your name.
- g. If you are instructed to submit this result, create a paper or electronic printout of the report. **Close** the report, saving changes.

11 Create a report in **Design** view based on the **Inventory** table.

- a. Display the following fields in the report: **Item Name**, **Retail Price**, **Category**, and **Sport**. Place them at the **1.5-inch mark on the horizontal ruler** and **one dot** below the **Detail** section bar. **Save** the report as **Cap2 Inventory by Sport Report**
- b. Group the report by **Sport**. Move the **Sport** controls to the **Sport Header** section. Delete the **Sport label control**, and then move the **Sport textbox control** to the left edge of the **Sport Header** section. Sort the report by **Item Name**, in ascending order.
- c. Reduce the height of the **Detail** section to **1 inch**.
- d. Add the **aCap2_Logo** to the **Report Header**. Resize it to **2 inches wide** and **0.75 inches wide**. Add a title to the **Report Header: Cap2 Inventory by Sport Bold** and **Center** the title in the **label control**. Resize the **label control** to the **6-inch mark on the horizontal ruler**.
- e. Add a count for the number of items per sport. Use an appropriate **label control** to identify the calculation in the **Sport Footer** and the **Report Footer**. Be sure the **label** and **text box controls** are aligned in each section.
- f. Add a line at the bottom of the **Sport Footer** to the **6.75-inch mark on the horizontal ruler** to separate each sport section; choose an outline color and line thickness. Apply a **Theme Color** font to the **label control** and **text box control** in the **Sport Footer**. Remove the outline around the **Sport Footer** total.
- g. View the report in **Layout** view. If necessary, adjust the width of any label or text box controls to be sure all content is visible.
- h. Return to **Design** view. Resize the width of the report to **7.25 inches**. In the **Report Footer**, add a **label control** beginning at the **4.25-inch mark on the horizontal ruler** and aligned at the right edge of the report. It should read **Report Designed by Firstname Lastname** using your full name.
- i. **Save** the report. If you are instructed to submit this result, create a paper or electronic printout of the report. **Close** the report.

12 **Close** the database, and then **Exit Access**.

13 As directed by your instructor, submit your database and the paper or electronic printouts of the seven items—one table, one Word document, three queries, and two reports—that are the result of this project. Specifically, in this project, using your own name you created the following database and printouts or electronic printouts:

1. Lastname_Firstname_Cap2_Company_Management	Database file
2. Lastname Firstname Cap2 Inventory	Table (printed or electronic printout)
3. Lastname Firstname Cap2 Form	Word document (printed or electronic printout)
4. Lastname Firstname Cap2 Average Query	Query (printed or electronic printout)
5. Lastname Firstname Cap2 Calculated Query	Query (printed or electronic printout)
6. Lastname Firstname Cap2 Crosstab Query	Query (printed or electronic printout)
7. Cap2 Average Retail Prices by Category and Company	Report (printed or electronic printout)
8. Cap2 Inventory by Sport Report	Report (printed or electronic printout)