Practice Exercises

1 Comfort Insurance—Salaries and Bonuses

The Comfort Insurance Agency is a midsized 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 resource department to monitor and maintain employee records. Your task is to calculate the salary increase for each employee and his or her performance bonuses (if any). You are the human resource department manager. If you correctly calculate the employee salaries and bonuses, you will receive a bonus. Work carefully and check the accuracy of the calculations. This project follows the same set of skills as used in Hands-On Exercises 1 and 2 in this chapter. The instructions are less detailed to give you a chance to practice your skills. If you have problems, reread the detailed directions presented in the chapter. Compare your results to Figure 3.22.

a. Copy the partially completed file *chap3_pe1_insurance* to your production folder. Rename it **chap3_pe1_insurance_solution**, open the file, and enable security.

b. Click the **Database Tools tab** and then click **Relationships** in the Show/Hide group. Examine the table structure, relationships, and fields. Once you are familiar with the database, close the Relationships window.

c. Click the **Create tab** and click **Query Wizard** in the Other group. Select **Simple Query Wizard** in the first screen of the dialog box. Click **OK**.

d. From the **Employees table** select the **LastName, FirstName, Performance**, and **Salary** fields to add fields to the query. From the **Titles table** select the **2008Increase** field. Click **Next**. This needs to be a detail query. Name the query **YourName Raises and Bonuses**. Click **Finish**.

e. Right-click the query window title bar or the Query tab and select **Design View** from the shortcut menu to switch to Design view.

f. Position the insertion point in the first blank column in the Field row. Type **NewSalary:[Salary]*[2008Increase]+[Salary]** to create an expression.

g. Click **Run** in the Results group on the Design tab to run the query. (If you receive the Enter Parameter Value dialog box, check your expression carefully for typos.) Look at the output in the Datasheet view. Verify that your answers are correct. If they are, use the Property Sheet window to format the **NewSalary** field as **Currency**, save the query.

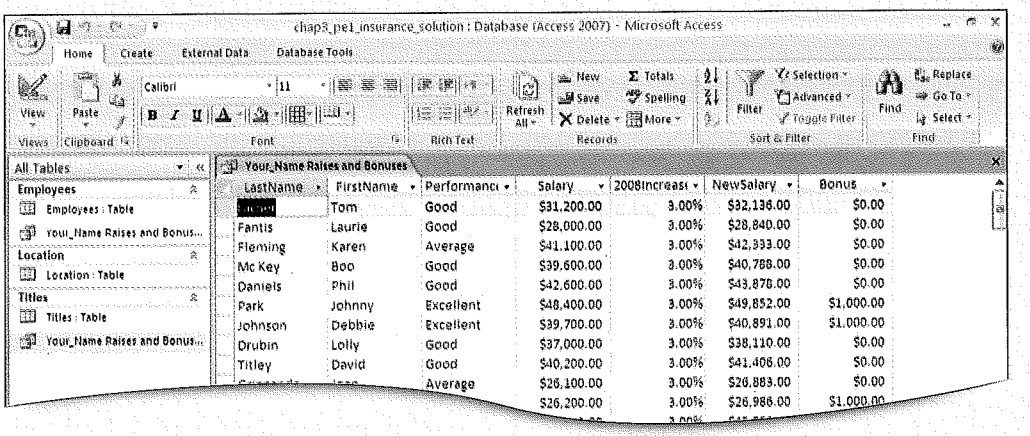

Figure 3.22 Raises and Bonuses

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h. Return to Design view. Position the insertion point in the first blank column in the Field row. Click **Builder** in the Query Setup group on the Design tab. In the **left column**, open the folder for **functions**. Open the **Built-In Functions** folder. Scroll the **right column** to locate the **IIf function**. Double-click to insert the function.

i. Double-click **<<expr>>** and replace it with **[Performance] = "Excellent"**; double-click **<<truepart>>** and replace it with **1000**; double-click **<<falsepart>>** and replace it with **0**. (That is zero, not the letter O.)

j. Run the query. Return to the Design view and double-click **Expr1** in the field row of the last column. Type **Bonus**. Run and save the query. Close the database.

2 Comfort Insurance—Vacation

The Comfort Insurance Agency is a midsized company with offices located across the country. The human resource office is located in the home office in Miami. Each year, each employee receives a performance review. The review determines employee eligibility for salary increases and the annual performance bonus. The employee data are stored in an Access database. This database is used by the human resource department to monitor and maintain employee records. Your task is to calculate the salary increase for each employee, the number of years they have worked for the firm, and the number of vacation days they are eligible to receive. You are the human resource department manager. If you correctly calculate the employee salaries and vacations, you will receive a bonus. Work carefully and check the accuracy of the calculations. This project follows the same set of skills as used in Hands-On Exercises 1 and 2 in this chapter. The instructions are less detailed to give you a chance to practice your skills. If you have problems, feel free to reread the detailed directions presented in the chapter. Compare your results to Figure 3.23.

a. Copy the partially completed file *chap3_pe2_insurance.accdb* to your production folder. Rename it **chap3_pe2_insurance_solution.accdb**, open the copied file, and enable the security content.

b. Click the **Database Tools tab** and then click **Relationships** in the Show/Hide group. Examine the table structure, relationships, and fields. Once you are familiar with the database, close the Relationships window.

c. Create a new query using the Query Wizard. Click the **Create tab** and click **Query Wizard** in the Other group. Select **Simple Query Wizard** in the first screen of the dialog box. Click **OK**.

d. Add fields to the query. From the **Employees table** select the **LastName, FirstName, HireDate**, and **Salary** fields. From the **Titles table** select the **2008Increase** field. Click **Next**. This needs to be a detail query. Name the query **Your_Name Raises and Tenure**. Click **Finish**.

e. Switch to Design view by right-clicking the query window tab and selecting **Design View** from the shortcut menu.

f. Position the insertion point in the first blank column in the Field row. Create an expression by typing **2008Raise:[Salary]*[2008Increase]**. Format it as **Currency**.

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g. Click **Run** in the Results group on the Design tab. Look at the output in the Datasheet view. Verify that your answers are correct. If they are, save the query.

h. Return to Design view. Position the insertion point in the first blank column in the Field row. Click **Builder** in the Query Setup group on the Design tab. In the left column, open the folder for functions. Open the Built-In Functions folder. Scroll the right column to locate the **DatePart** function. Double-click to insert the function to the work area.

i. Double-click *<<interval>>* in the function in the work area of the Expression Builder dialog box. Type, **"yyyy"**. Double-click *<<date>>* and replace it with **[HireDate]**. Delete the rest of the arguments and commas but do not delete the closing parenthesis. Your expression should look like this:

DatePart ("yyyy", [HireDate])

j. Run and verify the output. Return to Design view and replace Expr1 in the field row of the last column with **YearHired**. Save the query.

k. Use the Expression Builder or type to create an expression that measures how long each employee has worked. Assume that this year is 2008. The finished expression will look like this:

YearsWorked:2008 – [YearHire]

l. Run and save the query. Sort the output in descending order by the YearsWorked field. Close the database.

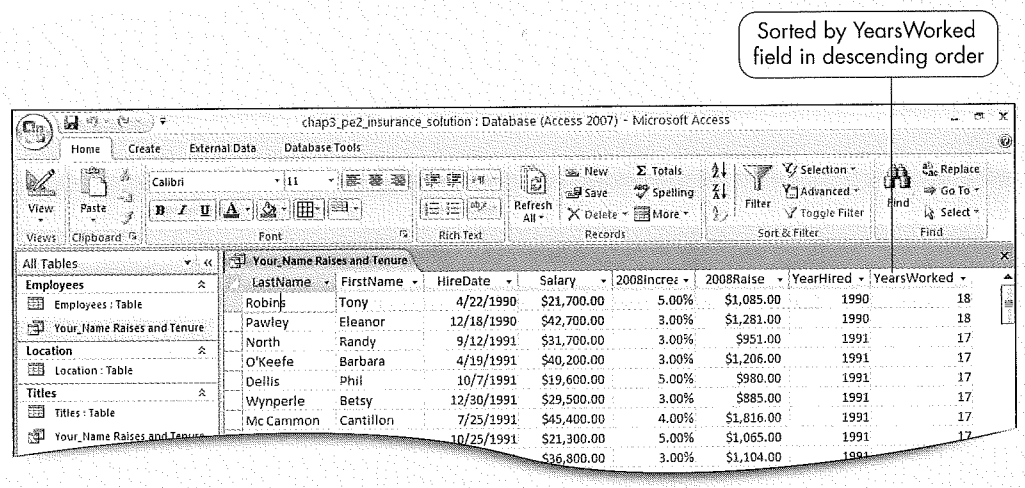

Figure 3.23 Raises and Tenure

3 Northwind Traders

Northwind Traders is a small, international, specialty food company. It sells products in eight different divisions: beverages, confections (candy), condiments, dairy products, grains and cereals, meat and poultry, produce, and seafood. The company offers discounts to some customers. Different customers receive differing discount amounts. The firm purchases merchandise from a variety of suppliers. All of the order and inventory information is stored in the company's database. This database is used by the marketing department to monitor and maintain sales records. You are the marketing manager. Your task is to determine the revenue from each order and to summarize the revenue figures by product category. This project follows the same set of skills as used in Hands-On Exercises 2 and 3 in this chapter. The instructions are less detailed to give you a chance to practice your skills. If you have problems, feel free to reread the detailed directions presented in the chapter. Compare your results to Figure 3.24.

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