Figure 4.41 Raises and Bonuses Report

2 Comfort Insurance Raises by Location

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 prepare a report showing employee raises and bonuses by city. You will need to total the payroll and bonus data for each city. You are the Human Resource department manager. If you correctly prepare the report, you will receive a bonus. This project follows the same set of skills as used in Hands-On Exercises 1 and 2 in this chapter. If you have problems, reread the detailed directions presented in the chapter. Compare your results to Figure 4.42.

a. Copy the partially completed file *chap4_pe2_insurance.accdb* to your production folder. Rename it **chap4_pe2_insurance_solution.accdb**, open the copied file, and enable the security content.

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

c. Open the **Employees Query** in Datasheet view. Click the **Create tab** and click **Report** in the Reports group.

d. Click **Add Existing Fields** in the Controls group on the Format tab. The Field List pane opens on the right. In the bottom of the Field List pane is the *Fields available in related tables* pane. Click the **Show all tables** link. The Location table is listed with a plus sign next to it. Click the **plus sign** to reveal the hidden fields available in the Location table.

e. Double-click the **Location** field (not the LocationID field) to add it to the report. Because this field is in a table not in the original record source Access asks if it is OK to create a new query that contains the Location field. Click **Yes**. The city names add to the report. The new field is selected. Close the Field List pane.

f. Click the **Location** text box at the top of the field. Move the mouse to the middle of the selected Location field and when the mouse pointer assumes the four-headed move shape, click and drag the field to the **leftmost** position in the report.

g. Click the **LastName** text box at the top of the field to select it. Click it a second time to edit it. Type a **space** between Last and Name. Add spaces to **FirstName, HireDate, 2008Increase, 2008Raise, YearHired,** and **YearsWorked**.

h. Select the **Last Name** field. Move the mouse pointer over the right boundary and when the pointer shape changes to a double-headed arrow, click and drag **left** to narrow the column. Repeat this step for the **First Name** field.

i. Right-click any record in the **2008 Raise** field and select **Properties**. In the Properties Sheet, set the Format property to **Currency**. Close the Property Sheet.

j. Select the **Year Hired** field and delete it. Adjust any field column widths as necessary to make sure all the columns fit on one page.

k. Click **Group & Sort** in the Grouping & Totals group to turn on the Group, Sort, and Total pane (if necessary). Click **Add a group** in the Group, Sort, and Total pane. Click **Location** in the Group on Select field box.

l. Click the **More Options** command on the Group on Location bar. Click the drop-down arrow beside "with LastName totaled." Click the drop-down arrow in the Total On box and select **2008Raise**. Click the **Show Grand Total** and **Show in group footer** check boxes. Click anywhere outside the Total by box.

m. Click the report title and change it to **Your Name**.

n. Click the **Office Button**. Position the mouse pointer over **Print** and click **Print Preview**. Print the report.

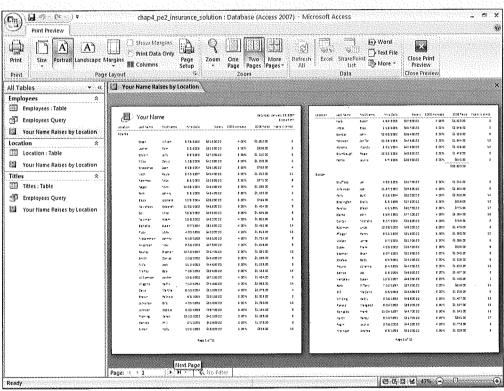o. Save the report as **Your Name Raises by Location**. Close the database.

Figure 4.42 Raises by Location Shown in Print Preview

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. Although most of its customers are restaurants and gourmet food shops, it has a few retail customers, too. 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 management to monitor and maintain records. You are the marketing manager. Your task is to prepare a report showing the profitability of the products in your inventory. You need to group the products by their categories. You also need to average the profit