

9. Switch to Datasheet view to view the final results. This list will be distributed to the sales reps so they can contact the customers. In Design view, add the caption **Days to Ship** to the DaysToShip field.
- h. Save and close the query.

Order Summary Query

You need to create an Order Summary that will show the total amount of each order in one column and the total discount amount in another column. This query will require four tables: Orders, Order Details, Products, and Customers. Query to determine if employees are following the employee discount policy. You will group the data by employee name, count the orders, show the total dollars, and show the total discount amount. You will then determine which employees are following the company guidelines.

- a. Create a query using Query Design and add the four tables above. Add the fields OrderID and OrderDate. Set both fields' Total row to **Group By**.

- b. Add a calculated field in the third column. Name the field **ExtendedAmount**. This field should multiply the number of items ordered by the price per item. This will calculate the total amount for each order. Format the caption to **Total Dollars**. Change the Total row to **Sum**.

- c. Add a calculated field in the fourth column. Name the field **DiscountAmount**. The field should multiply the number of items ordered, the price per item, and the discount field. This will calculate the total discount for each order. Format the calculated field as **Currency** and add a caption of **Discount Amt**. Change the Total row to **Sum**.

- d. Run the query. Save the query as **Order Summary**. Return to Design view.
- e. Add criteria to the OrderDate field so only orders made between 1/1/2016 and 12/31/2016 are displayed. Change the Total row to **Where**. This expression will display only orders that were created in 2016.
- f. Run the query and view the results. Save and close the query.

Order Financing Query

Northwind is considering offering financing options to their customers with 5% interest, to be paid over 12 months.

- a. Create a copy of the Order Summary query named **Order Financing**.
- b. Switch to Design view of the new query and remove the DiscountAmount field.
- c. Add a new field using the Expression Builder named **SamplePayment**. Insert the Pmt function with the following parameters:

Northwind Traders, an international gourmet food distributor, is concerned about shipping delays over the past six months. Review the orders over the past six months and identify any order that was not shipped within 30 days. Each customer that falls within that time frame will be called to inquire about any problems the delay may have caused. In addition, you will create an order summary and an order summary by country.

Database File Setup

Open the food database, use Save As to make a copy of the database, and then use the new database to complete this capstone exercise. You will add yourself to the employee database.

- a. Locate and open **a03c1Food_LastFirst** and save the database as

- b. Open the Employees table. Add yourself as an employee. Fill in all information, with the hire date as today. Set your **Title** to **Technical Aide**, extension to **1144**, and the Reports To field to **Buchanan, Steven**. Leave the EmployeePicture field blank.

- c. Close the Employees table.

Shipping Efficiency Query

You need to create a query to calculate the number of days between the date an order was placed and the date the order was shipped for each order. As you create the query, run the query at several intervals so you can verify that the data look correct. The result of your work will be a list of orders that took more than three weeks to ship. The salespeople will be calling each customer to see if there was any problem with their order.

- a. Create a query using Query Design. From the Customers table, include the fields CompanyName, ContactName, ContactTitle, and Phone. From the Orders table, include the fields OrderID, OrderDate, and ShippedDate.
- b. Run the query and examine the records. Save the query as **Shipping Efficiency**.

- c. Add a calculated field named **DaysToShip** to calculate the number of days taken to fill each order. (Hint: The expression will include the OrderDate and the ShippedDate; the results will not contain negative numbers.)

- d. Run the query and examine the results. Does the data in the DaysToShip field look accurate? Save the query.
- e. Add criteria to limit the query results to include any order that took more than 30 days to ship.

- f. Add the Quantity field from the Order Details table and the ProductName field from the Products table to the query. Sort the query by ascending OrderID. When the sales reps contact these customers, these two fields will provide useful information about the orders.

Order Summary by Country Query

You need to create one additional query based on the Order Summary query you created in a previous step. This new query will enable you to analyze the orders by country.

- Use .05/12 for the rate argument (5% interest, paid monthly)
 - Use the number 12 for the num_periods argument (12 months)
 - Use the calculated field **ExtendedAmount** for the present_value
 - d. Change the Total row to **Expression** for the SamplePayment field.
 - e. Change the Format for the SamplePayment field to **Currency**.
 - f. Save and close the query.
- a. Create a copy of the Order Summary query named **Order Summary by Country**.
 - b. Replace the OrderID field with the Country field in Design view of the new query.
 - c. Run the query and examine the summary records; there should be 21 countries listed.
 - d. Switch to Design view and change the sort order so that the country with the highest ExtendedAmount is first and the country with the lowest ExtendedAmount is last.
 - e. Run the query and verify the results.
 - f. Save and close the query.
 - g. Exit Access and submit based on your instructor's directions.