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In the Lab

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Creating a Flyer with a Picture

Problem: As a part-time employee in the Student Services Center at school, you have been asked to prepare a flyer that advertises study habits classes. First, you prepare the unformatted flyer shown in Figure 1-78a, and then you format it so that it looks like Figure 1-78b. **Hint:** Remember, if you make a mistake while formatting the flyer, you can click the Undo button on the Quick Access Toolbar to undo your last action.

Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Start Word. Display formatting marks on the screen.
2. Type the flyer text, unformatted, as shown in Figure 1-78a, inserting a blank line between the headline and the body copy. If Word flags any misspelled words as you type, check their spelling and correct them.
3. Save the document using the file name, Lab 1-1 Study Habits Flyer.
4. Center the headline and the signature line.
5. Change the theme colors to Concourse.
6. Change the font size of the headline to 36 point and the font to Rave, or a similar font. Apply the text effect called Gradient Fill - Dark Red, Accent 6, Inner Shadow.
7. Change the font size of body copy between the headline and the signature line to 20 point.
8. Change the font size of the signature line to 22 point. Bold the text in the signature line.

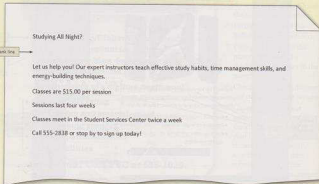


Figure 1-78 (a) Unformatted Flyer

9. Change the font of the body copy and signature line to Rockwell, and change the color of the signature line to Dark Red, Accent 6.
10. Bullet the three lines (paragraphs) of text above the signature line.
11. Bold and capitalize the text, Let us help you!, and change its color to Dark Red, Accent 6.
12. Italicize the word, or, in the signature line.
13. Underline the text, Student Services Center, in the third bulleted paragraph.
14. Change the zoom so that the entire page is visible in the document window.

Studying All Night?



LET US HELP YOU! Our expert instructors teach effective study habits, time management skills, and energy-building techniques.

- Classes are \$15.00 per session
- Sessions last four weeks
- Classes meet in the Student Services Center twice a week

Call 555-2838 or stop by to sign up today!

headline

3 pt Blue, Accent 4,
Lighter 40% page
border

body copy

signature
line

Figure 1-78 (b) Formatted Flyer

Make It Right *continued*

3. Modify the source of the book authored by Carolina Doe, so that the publisher city is Chicago instead of Dallas.
4. Change the Footnote Text style to 12-point Times New Roman, double-spaced paragraphs with a first-line indent.
5. Insert the following footnote with the note reference at an appropriate place in the paper, formatted according to the MLA documentation style: Parlor states that one use of fingerprint readers is for users to log on to programs and Web sites via their fingerprint instead of entering a user name and password.
6. Use the Navigation Pane to display page 3. Use Word to insert the bibliographical list (bibliography). Convert the works cited to regular text. Change the underline format on the titles of the works to the italic format, and insert the correct publication medium for each work.
7. Change the document properties, as specified by your instructor. Save the revised document with the file name, *Make It Right 2-1 Biometrics Paper Modified*, and then submit it in the format specified by your instructor.

In the Lab

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Preparing a Short Research Paper

Problem: You are a college student currently enrolled in an introductory business class. Your assignment is to prepare a short research paper (275–300 words) about video or computer games. The requirements are that the paper be presented according to the MLA documentation style and have three references. One of the three references must be from the Web. You prepare the paper shown in Figure 2–83 on pages WD 131 and WD 132, which discusses game controllers.

Instructions: Perform the following tasks:

1. Start Word. If necessary, display formatting marks on the screen.
2. Modify the Normal style to 12-point Times New Roman font.
3. Adjust line spacing to double.
4. Remove space below (after) paragraphs.
5. Update the Normal style to reflect the adjusted line and paragraph spacing.
6. Create a header to number pages.
7. Type the name and course information at the left margin. Center and type the title.
8. Set a first-line indent to one-half inch for paragraphs in the body of the research paper.
9. Type the research paper as shown in Figures 2–83a and 2–83b. Change the bibliography style to MLA. As you insert citations, enter their source information (shown in Figure 2–83c). Edit the citations so that they are displayed according to Figures 2–83a and 2–83b.
10. At the end of the research paper text, press the ENTER key and then insert a manual page break so that the Works Cited page begins on a new page. Enter and format the works cited title (Figure 2–83c). Use Word to insert the bibliographical list (bibliography). Convert the bibliography field to text. Change the underline format on the titles of the works to the italic format and insert the correct publication medium for each work (shown in Figure 2–83c).



(b) Page 2

Kimble 2

Game controllers are used primarily to direct movement and actions of on-screen objects. Two popular types are gamepads and motion-sensing game controllers. Games become more enjoyable every day with the use of new and exciting game controllers. What will be next?

(a) Page 1

Kimble 1

Harley Kimble
Ms. Loughran
English 101
April 30, 2012

From One Controller to Another

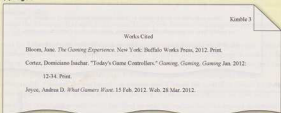
Video games and computer games use a game controller as the input device that directs movements and actions of on-screen objects. Two commonly used game controllers are gamepads and motion-sensing game controllers (Joyce). Game controllers not only enrich the gaming experience but also aid in the movements and actions of players.

A gamepad is held by the player with both hands, allowing the player to control the movement or actions of the objects in the video or computer games. Players press buttons on the gamepad, often with their thumbs, to carry out actions. Some gamepads have swiveling sticks that also can trigger events during game play (Cortez 20-24). Some gamepads include wireless capabilities; others connect via a cable directly to the game console or a personal computer.

Motion-sensing game controllers allow the user to guide on-screen elements or trigger events by moving a handheld input device in predetermined directions through the air. These controllers communicate with a game console or personal computer via wired or wireless technology. A variety of games, from sports to simulations, use motion-sensing game controllers. Some of these controllers, such as baseball bats and golf clubs, are designed for only one specific kind of game; others are general purpose. A popular, general-purpose, motion-sensing game controller is Nintendo's Wii Remote. Shaped like a television remote control and operated with one hand, the Wii Remote uses Bluetooth wireless technology to communicate with the Wii game console (Bloom 56-59).

Figure 2-83

In the Lab continued

(c) Page 3

11. Check the spelling and grammar of the paper at once.
12. Change the document properties, as specified by your instructor. Save the document using Lab 2-1 Game Controllers Paper as the file name.
13. Print the research paper. Handwrite the number of words, paragraphs, and characters in the research paper above the title of your printed research paper.

In the Lab

Lab 2: Preparing a Research Report with a Footnote

Problem: You are a college student enrolled in an introductory English class. Your assignment is to prepare a short research paper in any area of interest to you. The requirements are that the paper be presented according to the MLA documentation style, contain at least one note positioned as a footnote, and have three references. One of the three references must be from the Internet. You prepare a paper about trends in agriculture (Figure 2-84).

Instructions: Perform the following tasks.

1. Start Word. Modify the Normal style to 12-point Times New Roman font. Adjust line spacing to double and remove space below (after) paragraphs. Update the Normal style to include the adjusted line and paragraph spacing. Create a header to number pages. Type the name and course information at the left margin. Center and type the title. Set a first-line indent for paragraphs in the body of the research paper.
2. Type the research paper as shown in Figures 2-84a and 2-84b. Insert the footnote as shown in Figure 2-84a. Change the Footnote Text style to the format specified in the MLA documentation style. Change the bibliography style to MLA. As you insert citations, use the source information listed below and on page WD 132.
 - a. Type of Source: Article in a Periodical
 Author: Barton, Blake
 Title: Computers in Agriculture
 Periodical Title: Agriculture Today and Tomorrow
 Year: 2012
 Month: Feb.
 Pages: 83-86
 Publication Medium: Print

In the Lab continued*Perform the following task:*

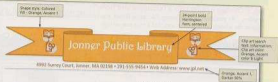
- Change the theme colors to Technic.
- Create the letterhead shown at the top of Figure 3-82 on the previous page, following these guidelines:
 - Insert the cloud shape at an approximate height of 0.95" and width of 5.85". Change text wrapping for the shape to Top and Bottom. Add the company name, DataLock Storage, to the shape. Format the shape and its text as indicated in the figure.
 - Insert the bullet symbols as shown in the contact information. Remove the hyperlink format from the Web address. If necessary, clear formatting after entering the bottom border.
 - Save the letterhead with the file name, Lab 3-1 Cloud Storage Letterhead.
- Create the letter shown in Figure 3-82 using the modified block letter style, following these guidelines:
 - Apply the No Spacing Quick Style to the document text (below the letterhead).
 - Set a left-aligned tab stop at the 3.5" mark on the ruler for the date line, complimentary close, and signature block. Insert the current date.
 - Bullet the list as you type it.
 - Convert the e-mail address to regular text.
 - Check the spelling of the letter. Change the document properties, as specified by your instructor. Save the letter with Lab 3-1 Cloud Storage Letter as the file name.
- If your instructor permits, address and print an envelope or a mailing label for the letter.

In the Lab**Lab 2: Creating a Letter with a Letterhead and Table**

Prerequisite: As head librarian at Jonker Public Library, you are responsible for sending confirmation letters for class registrations. You prepare the letter shown in Figure 3-83.

Perform the following task:

- Change the theme colors to Trek. Change the margins to 1" top and bottom and .75" left and right.
- Create the letterhead shown at the top of Figure 3-83, following these guidelines:
 - Insert the down ribbon shape at an approximate height of 1" and width of 7". Change text wrapping for the shape to Top and Bottom. Add the library name to the shape. Format the shape and its text as indicated in the figure.
 - Insert the clip art image, resize it, change text wrapping to Top and Bottom, move it to the left of the shape, and format it as indicated in the figure. Copy the clip art image and move the copy of the image to the right of the shape, as shown in the figure. Flip the copied image horizontally.
 - Insert the black small square symbols as shown in the contact information. Remove the hyperlink format from the Web address. If necessary, clear formatting after entering the bottom border.
 - Save the letterhead with the file name, Lab 3-2 Library Letterhead.
- Create the letter shown in Figure 3-83, following these guidelines:
 - Apply the No Spacing Quick Style to the document text (below the letterhead).
 - Set a left-aligned tab stop at the 4" mark on the ruler for the date line, complimentary close, and signature block. Insert the current date.
 - Insert and center the table. Format the table as specified in the figure.
 - Bullet the list as you type it. Convert the e-mail address to regular text.
 - Check the spelling of the letter. Change the document properties, as specified by your instructor. Save the letter with Lab 3-2 Library Letter as the file name.
- If your instructor permits, address and print an envelope or a mailing label for the letter.



Mr. Brent Jackson
5151 Anlyn Drive
Jonser, MA 02158

Dear Mr. Jackson:

Thank you for registering online for our spring classes. As a library patron, you are aware that we offer a great deal more than books and magazines. The table below outlines the classes for which you have registered, along with the dates and locations:

Class	Date	Location
Intro to Windows 7	April 10	Room 200
eBay Basics	April 18	Room 24C
Genealogy Searches	April 24	Room 109
Overview of Office 2010	April 28	Room 21A

Note that all classes, regardless of date, begin at 10:00 a.m. and last four hours. Although no materials or textbooks are required for the classes, you are strongly encouraged to bring the following items:

- Pens, pencils, or other writing implements
- Blank CD or DVD to store documents and notes created during class
- Notebook or loose leaf binder for handwritten notes
- Your valid library card to verify enrollment eligibility

Please note that no food or drinks are allowed in any of our computer facilities. If you have any questions or would like to register for additional courses, please contact me at (291) 555-9434 or via e-mail at mlawrence@jpl.net.

Again, thank you for your interest in and continued patronage of Juniper Public Library. We look forward to seeing you when your first class begins.

Sincerely,

Marie Lawrence
Head Librarian

Figure 3-83

In the Lab

Lab 2: Creating a Presentation with Bulleted Lists and Clips

Problem: Your health class instructor has assigned every student a different vitamin to research. She hands you the outline shown in Figure 1-82 and asks you to create the presentation about Vitamin D shown in Figures 1-83a through 1-83d on pages PPT 62 and PPT 63.

Vitamin D

The Sunshine Vitamin
 Are You D-ficient?
 Presented by Jim Warner

Why is Vitamin D Important?
 We need Vitamin D
 Vital to our bodies
 Promotes absorption of calcium and magnesium
 For healthy teeth and bones
 Maintains calcium and phosphorus in blood

Daily Requirements
 How much do we need?
 Child: 5 mcg (200 IU)
 Adult: 10-20 mcg (400-600 IU)

Vitamin D Sources
 Sunshine
 Is our primary source
 Vitamin manufactured by our body after exposure
 Three times a week
 For 10-15 minutes

Foods and Supplements
 Contained in few foods
 Some fish liver oils
 Flesh of fatty fish
 Fortified products
 Milk and cereals
 Available as supplement

Vitamin D History
 Research began in 1924
 Found to prevent rickets
 United States and Canada
 Instituted policy of fortifying foods with Vitamin D
 Milk – food of choice
 Other countries
 Fortified cereal, bread, margarine

Figure 1-82

In the Lab continued

Perform the following tasks:

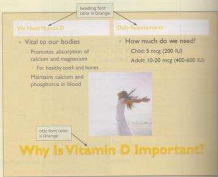
1. Create a new presentation using the Solstice document theme.

2. Using the typed notes illustrated in Figure 1-82, create the title slide shown in Figure 1-83a, using your name in place of Jim Warner. Italicize the title, *The Sunshine Vitamin*, and increase the font size to 48 point. Change the font color of the title text to Orange (third color in the Standard Colors row) and both lines of the subtitle text to Light Blue (seventh color in the Standard Colors row).



(a) Slide 1 (Title Slide)

3. Using the typed notes in Figure 1-82, create the three text slides with bulleted lists shown in Figures 1-83b through 1-83d. Change the color of the title text on all slides and the text above the bulleted lists on Slides 2 and 3 to Orange.
4. Add the photographs and clip art shown in Figures 1-83a through 1-83d from the Microsoft Clip Organizer. Adjust the clip sizes when necessary.
5. Apply the Ripple transition in the Exciting category to all slides. Change the duration to 2.00 seconds.
6. Drag the scroll box to display Slide 1. Click the Slide Show button to start Slide Show view. Then click to display each slide.



(b) Slide 2

- Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 1-2 Vitamin D.
- Submit the revised document in the format specified by your instructor.

heading font color is Orange

Sunshine

- Is our primary source
 - Vitamin manufactured by our body after exposure
 - Three times a week
 - For 10-15 minutes

Food and Supplements

- Contained in few foods
 - Some fish liver oils
 - Flesh of fatty fish
- Fortified products
 - Milk and cereal
- Available as supplement

title font color is Orange

Vitamin D Sources

(c) Slide 3

Vitamin D History

- Research began in 1924
 - Found to prevent rickets
- United States and Canada
 - Instituted policy of fortifying foods with Vitamin D
 - Milk – food of choice
- Other countries
 - Fortified cereal, bread, margarine

(d) Slide 4

Figure 1-83 (continued)

In the Lab

Lab 2: Creating a Presentation with a Shape and with WordArt

Problem: With the economy showing some improvement, many small businesses are approaching lending institutions for loans to expand their businesses. You work part-time for Loans Are Us, and your manager asked you to prepare a PowerPoint presentation for the upcoming Small Business Fair in your community. The pictures for this presentation are available on the Data Files for Students.

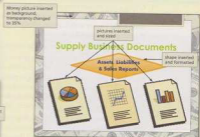
Note: To complete this assignment, you will be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

Instructions: Perform the following tasks:

1. Create a new presentation using the Austin document theme.
2. Type the title and content for the title slide and the three text slides shown in Figure 2-78a-d. Apply the Title Only layout to Slide 2, the Two Content layout to Slide 3, and the Picture with Caption layout to Slide 4.
3. On both Slides 2 and 4, create a background by inserting the picture called Money. Change the transparency to 35%.
4. On Slide 1, insert the picture called Meeting. Apply the Reflected Bevel, White picture style. Resize the picture so that it is approximately 3.76" × 4.7", change the border color to Dark Blue, change the border weight to 3 pt, and then move the picture, as shown in Figure 2-78a. Increase the title text font size to 60 point, and then apply the WordArt style, Fill - Orange, Accent 6, Warm Matte Bevel.
5. Increase the subtitle text, Loans Are Us, font size to 28 point and then bold and italicize this text. Apply the WordArt style, Fill - Green, Accent 1, Metal Bevel, Reflection.
6. On Slide 2, bold the title text. Insert the pictures called Doc1, Doc2, and Doc3. Resize these pictures so they are approximately 3" × 2.7" and then move them to the locations shown in Figure 2-78b. Insert the Flowchart: Decision shape located in the Flowchart area, apply the Subtle Effect - Orange, Accent 6 shape style, and then resize the shape so that it is approximately 1.5" × 5.83". Change the shape outline weight to 6 pt. Type **Assets, Liabilities & Sales Reports** as the shape text, change the font to Aharoni, or a similar font, change the color to Dark Blue, and then change the size to 24 point.
7. On Slide 3, bold the title text. Insert the picture called Presentation into the right placeholder, apply the Beveled Oval, Black shape picture style, resize the picture so that it is approximately 3.5" × 5.25", and then sharpen the picture 50%.
8. On Slide 4, insert the picture called Cash and Credit Card. Change the title text font size to 36 point and bold this text. Change the subtitle text font size to 24 point and then bold and italicize these words.
9. Apply the Shape transition to all slides. Change the duration to 01.25.
10. Change the document properties, as specified by your instructor. Save the presentation using the file name, Lab 2-2 Small Business Loans.
11. Submit the document in the format specified by your instructor.



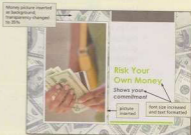
(a) Slide 1



(b) Slide 2



(c) Slide 3



(d) Slide 4

Figure 2-78

Make It Right (continued)

- Add a column header for totals in column F and create the necessary totals in row 8.
- Apply proper formatting to the column headers and total row, including centering the column headers.
- Adjust the column sizes so that all data in each column is visible.
- Create the grand total for the annual cost of goods.
- The SUM function in cell E8 does not sum all of the numbers in the column. Correct this error by editing the range for the SUM function in the cell.
- Resize and move the chart so that it is below the worksheet data and does not extend past the right edge of the worksheet data. Be certain to snap the chart to the worksheet gridlines by holding down the ALT key as you resize the chart to the right edge of column F and the bottom of row 22.
- Apply a worksheet name to the sheet tab and apply the Aqua, Accent 3 color to the sheet tab.
- Change the document properties as specified by your instructor. Save the workbook using the file name, Make It Right 1-1 Exotic Pets Annual Cost of Goods. Submit the revised workbook as specified by your instructor.

In the Lab

Design and/or create a workbook using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Annual Revenue Analysis Worksheet

Problem: You work as a spreadsheet specialist for A Healthy Body Shop, a high-end total fitness center franchise. Your manager has asked you to develop an annual revenue analysis worksheet similar to the one shown in Figure 1-79.

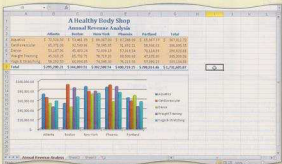


Figure 1-79

Instructions: Perform the following tasks.

1. Start Excel. Enter the worksheet title, *A Healthy Body Shop*, in cell A1 and the worksheet subtitle, *Annual Revenue Analysis*, in cell A2. Beginning in row 3, enter the franchise locations, fitness activities, and annual revenues shown in Table 1–7.

Table 1–7 A Healthy Body Shop Annual Revenues

	Atlanta	Boston	New York	Phoenix	Portland
Aerobics	72528.50	53461.85	88367.00	87288.00	65367.37
Cardiovascular	65371.00	92549.86	78345.85	91692.21	58936.63
Dance	57187.96	45489.24	72808.19	57019.34	70114.99
Weight Training	45910.25	85709.71	78719.20	88500.60	47105.30
Yoga & Stretching	58292.50	66884.85	74348.30	76219.00	57990.23

2. Create totals for each franchise location, fitness activity, and company grand total.
3. Format the worksheet title with the Title cell style. Center the title across columns A through G. Do not be concerned if the edges of the worksheet title are not displayed.
4. Format the worksheet subtitle to 14-point Constantia dark blue, bold font, and center it across columns A through G.
5. Use Cell Styles to format the range A3:G3 with the Heading 3 cell style, the range A4:G8 with the 40% - Accent 6 cell style, and the range A9:G9 with the Total cell style. Center the column headers in row 3. Apply the Accounting Number format to the range B4:G4 and the range B9:G9. Apply the Comma Style to the range B5:G8. Adjust any column widths to the widest text entry in each column.
6. Select the range A3:F8 and then insert a Clustered Cylinder chart. Apply the Style 26 chart style to the chart. Move and resize the chart so that it appears in the range A11:G24. If the labels along the horizontal axis (x-axis) do not appear as shown in Figure 1–79, then drag the right side of the chart so that it is displayed in the range A11:G24.
7. Apply the worksheet name, *Annual Revenue Analysis*, to the sheet tab and apply the Orange, Accent 6, Darker 25% color to the sheet tab. Change the document properties, as specified by your instructor.
8. Save the workbook using the file name *Lab 1-1 A Healthy Body Shop Annual Revenue Analysis*.
9. Preview and print the worksheet in landscape orientation.
10. Make the following two corrections to the sales amounts: 62,675.43 for New York Weight Training (cell D7), 67,238.56 for Portland Cardiovascular (cell F5). After you enter the corrections, the company totals in cell G8 should equal \$1,723,864.05.
11. Preview and print the revised worksheet in landscape orientation. Close the workbook without saving the changes.
12. Submit the assignment as specified by your instructor.

In the Lab

Lab 2: Semiannual Sales Analysis Worksheet

Problem: As the chief accountant for Play 'em Again, a reseller of cell phones, DVDs, electronic games, MP3 players, and accessories, you have been asked by the vice president to create a worksheet to analyze the semiannual sales for the company by products across sales channels (Figure 1–80 on the following page). The sales channels and corresponding revenue by product for the year are shown in Table 1–8.

Make It Right *continued*

Perform the following tasks:

1. Add a thick box border around the title and subtitle so that they appear more separated from the rest of the worksheet.
2. Adjust the width of column D to 8.11 pixels so that the word in the column header does not wrap. Adjust the column widths of columns F and G to best fit.
3. Spell check the worksheet and correct any spelling mistakes that are found, but ignore any spelling mistakes found with the worksheet title and the product descriptions.
4. Center the values in the Product column.
5. The averages in several columns do not include the product in row 4. Adjust the functions in these cells so that all products are included in the calculation.
6. The total sales calculations should be:

$$\text{Total Sales} = \text{Units Sold} * (\text{Cost} + \text{Profit})$$
 Adjust the formulas in the range F4:F13 so that the correct formula is used.
7. The value for the lowest value in column E was entered as a number rather than as a function. Replace the value with the appropriate function.
8. The currency values in rows 4 and 14 should be formatted with the Accounting Number Format button (Home tab | Number group). They are currently formatted with the Currency format (floating dollar sign). The Accounting number format displays a fixed dollar sign.
9. Delete the function in the cell containing the average of % Profit because it is mathematically invalid.
10. Change the document properties as specified by your instructor. Save the workbook using the file name, Make It Right 2-1 Dion Designwear Profit Analysis Corrected. Submit the revised workbook as specified by your instructor.



In the Lab

Design and/or create a workbook using the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Accounts Receivable Balance Worksheet

Problem: You are a part-time assistant in the accounting department at Aficionado Guitar Parts, a Chicago-based supplier of custom guitar parts. You have been asked to use Excel to generate a report that summarizes the monthly accounts receivable balance (Figure 2-77). A chart of the balances also is desired. The customer data in Table 2-6 is available for test purposes.

Table 2-6 Aficionado Guitar Parts Accounts Receivable Data

Customer	Beginning Balance	Credits	Payments	Purchases
Cervantes, Katriel	803.01	56.92	277.02	207.94
Cummings, Terdon	285.05	87.41	182.11	218.22
Danekeon, Oliver	411.45	79.33	180.09	364.02
Kalinowski, Jadaiga	438.37	60.90	331.10	190.39
Lanciot, Royce	378.81	48.55	126.15	211.38
Reglow, Dora	710.99	55.82	235.37	274.71
Tsai, Lin	318.86	85.01	129.67	332.89

Instruction Part 1: Create a worksheet similar to the one shown in Figure 2–77. Include the five columns of customer data in Table 2–6 in the report, plus two additional columns to compute a service charge and a new balance for each customer. Assume no negative unpaid monthly balances.

Aficionado Guitar Parts						
Monthly Accounts Receivable Balance Report						
Customer	Beginning Balance	Credits	Payments	Purchases	Service Charge	New Balance
Cervantes, Katriel	\$803.01	\$56.92	\$277.02	\$207.84	\$15.38	\$692.25
Curtisings, Trenton	285.05	87.41	182.11	218.22	0.50	234.25
Derivision, Oliver	411.45	79.39	180.09	394.02	4.34	520.99
Halmowicki, Jadwiga	438.57	80.80	331.10	190.39	1.51	296.27
Larotta, Royce	378.81	48.55	126.15	211.38	6.63	422.12
Reglow, Doris	710.99	55.42	231.37	274.71	\$9.78	719.69
Tolan, Lin	318.88	85.01	129.67	332.09	2.39	446.66
Totals	\$3,346.54	\$473.74	\$1,451.51	\$1,799.55	\$46.00	\$3,289.84
Highest	\$803.01	\$87.41	\$331.10	\$394.02	\$15.34	\$719.69
Lowest	\$285.05	\$48.55	\$126.15	\$190.39	\$0.50	\$234.25
Average	\$479.08	\$67.88	\$208.22	\$297.08	\$6.57	\$485.83

Figure 2–77

Perform the following tasks:

- Enter and format the worksheet title **Aficionado Guitar Parts** and worksheet subtitle **Monthly Accounts Receivable Balance Report** in cells A1 and A2. Change the theme of the worksheet to the **Trek** theme. Apply the **Title** cell style to cells A1 and A2. Change the font size in cell A1 to 28 points. Merge and center the worksheet title and subtitle across columns A through G. Change the background color of cells A1 and A2 to the **Red** standard color. Change the font color of cells A1 and A2 to the **White** theme color. Draw a thick box border around the range A1:A2.
- Change the width of column A to 20.00 points. Change the widths of columns B through G to 12.00 points. Change the heights of row 3 to 36.00 points and row 12 to 30.00 points.
- Enter the column titles in row 3 and row titles in the range A11:A14, as shown in Figure 2–77. Center the column titles in the range A3:G3. Apply the **Heading 3** cell style to the range A3:G3. Apply the **Total** cell style to the range A11:G11. Bold the titles in the range A12:A14. Change the font size in the range A3:G14 to 12 points.
- Enter the data in Table 2–6 in the range A4:E10.
- Use the following formulas to determine the service charge in column F and the new balance in column G for the first customer. Copy the two formulas down through the remaining customers.
 - Service Charge (cell F4) = 3.25% * (Beginning Balance – Payments – Credits)
 - New Balance (G4) = Beginning Balance + Purchases – Credits – Payments + Service Charge
- Determine the totals in row 11.
- Determine the maximum, minimum, and average values in cells B12:B14 for the range B4:B10, and then copy the range B12:B14 to C12:G14.

In the Lab continued

8. Format the numbers as follows: (a) assign the Currency style with a floating dollar sign to the cells containing numeric data in the ranges B4:G4 and B11:G14, and (b) assign a number style with two decimal places and a thousand's separator (currency with no dollar sign) to the range B5:G10.
9. Use conditional formatting to change the formatting to white font on a red background in any cell in the range F4:F10 that contains a value greater than 10.
10. Change the worksheet name from Sheet1 to Accounts Receivable and the sheet tab color to the Red standard color. Change the document properties, as specified by your instructor. Change the worksheet header with your name, course number, and other information as specified by your instructor.
11. Spell check the worksheet. Preview and then print the worksheet in landscape orientation. Save the workbook using the file name, Lab 2-1 Part 1 Aficionado Guitar Parts Accounts Receivable Balance Report.
12. Print the range A3:D14. Print the formulas version on another page. Close the workbook without saving the changes. Submit the assignment as specified by your instructor.

Instructions Part 2: In this part of the exercise, you will create a 3-D Bar chart on a new worksheet in the workbook (Figure 2-78). If necessary, use Excel Help to obtain information on inserting a chart on a separate sheet in the workbook.



Figure 2-78

1. Open the workbook Lab 2-1 Part 1 Aficionado Guitar Parts Accounts Receivable Balance Report workbook created in Part 1. Save the workbook using the file name, Lab 2-1 Part 2 Aficionado Guitar Parts Accounts Receivable Balance Report.

- Use the **CTRL** key and mouse to select the nonadjacent chart ranges A4:A10 and G4:G10. That is, select the range A4:A10 and while holding down the **CTRL** key, select the range G4:G10.
- Click the **Bar** button (Insert tab | Charts group) and then select **Clustered Bar** in 3-D in the 3-D Bar area. When the chart is displayed on the worksheet, click the **Move Chart** button (Chart Tools Design tab | Location group). When the **Move Chart** dialog box appears, click **New sheet** and then type **Bar Chart** for the sheet name. Click the **OK** button (Move Chart dialog box). Change the sheet tab color to the **Green** standard color.
- When the chart is displayed on the new worksheet, click the **Series 1** series label and then press the **DELETE** key to delete it. Click the chart area, which is a blank area near the edge of the chart, click the **Shape Fill** button (Chart Tools Format tab | Shape Styles group), and then select **Orange, Accent 1, Lighter 60%** in the gallery (column 5, row 3). Click one of the bars in the chart. Click the **Shape Fill** button (Chart Tools Format tab | Shape Styles group) and then select the **Green** standard color. Click the **Chart Title** button (Chart Tools Layout tab | Labels group) and then select **Above Chart** in the **Chart Title** gallery. If necessary, use the scroll bar on the right side of the worksheet to scroll to the top of the chart. Click the edge of the chart title to select it and then type **Accounts Receivable** as the chart title.
- Drag the **Accounts Receivable** tab at the bottom of the worksheet to the left of the **Bar Chart** tab to reorder the sheets in the workbook. Preview and print the chart.
- Click the **Accounts Receivable** sheet tab. Change the following beginning balances: customer **Oliver Danielsson** to \$702.13 and customer **Lin Tuan** to \$482.74. The company also decided to change the service charge from 3.25% to 2.75% for all customers. After copying the adjusted formula in cell F4 to the range F5:F10, click the **Auto Fill Options** button and then click **Fill without Formatting** to maintain the original formatting in the range F5:F10. The total new balance in cell G11 should equal \$3,720.82.
- Select both sheets by holding down the **SHIFT** key and then clicking the **Bar Chart** tab. Preview and print the selected sheets. Save the workbook. Submit the assignment as specified by your instructor.

In the Lab

Lab 2: Sales Summary Worksheet

Problem: You have been asked to build a worksheet for a start-up company, **Electric Auto**, that analyzes the financing needs for the company's first six months in business. The company plans to begin operations in January with an initial investment of \$500,000.00. The expected revenue and costs for the company's first six months are shown in Table 2-7. The desired worksheet is shown in Figure 2-79 on the following page. The initial investment is shown at the starting balance for January (cell B4). The amount of financing required by the company is shown as the lowest ending balance (cell F12).

Table 2-7 Electric Auto Start-Up Financing Needs Data

Month	Revenue	Costs
January	105000	220000
February	82000	260000
March	200000	295000
April	250000	320000
May	325000	420000
June	510000	540000

Make It Right

Analyze a database and correct all errors and/or improve the design.

Correcting Errors in the Table Structure

Instructions: Start Access. Open the Beach Rentals database. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

Beach Rentals is a database containing information on rental properties available at a beach resort. The Rentals table shown in Figure 1-92 contains a number of errors in the table structure. You are to correct these errors before any additional records can be added to the table. The Rental Code field is a Text field that contains a maximum of three characters. The field Address was omitted from the table. The Address field is a Text field with a maximum of 20 characters. It should appear after Rental Code. Only whole numbers should be allowed in the Bedrooms and Bathrooms fields. The column heading Weekly Rental is misspelled, and the field should contain monetary values. The Distance field represents the walking distance from the beach; the field should display two decimal places. The table name should be Rental Units, not Rentals.

Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

Rental Code	Bedrooms	Bathrooms	Distance	Weekly Rent	Check out Date
123	2	0	200		

Figure 1-92

In the Lab

Design, create, modify, and/or use a database using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Creating Objects for the ECO Clothesline Database

Problem: ECO Clothesline is a local company that designs and manufactures eco-friendly casual wear, yoga clothing, and fitness apparel. All clothes are made from earth-friendly fabrics, such as bamboo, hemp, organic cotton, and natural silk. The company recently decided to store its customer and sales rep data in a database. Each customer is assigned to a single sales rep, but each sales rep may be assigned many customers. The database and the Customer table have been created, but there is no data in the Customer table. The Sales Rep table has not been created. The company plans to import the Customer data from an Excel workbook, shown in Figure 1-93a. The other Excel workbook (Figure 1-93b) contains information on the sales representatives that ECO employs. ECO would like to finish storing this data in a database and has asked for your help.

Instructions: Perform the following tasks: Start Access and open the ECO Clothesline database. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the files required in this book.

1. Import the Lab 1-1 Customer Data workbook into the Customer table.
2. Add the captions Cust # to the Customer Number field and SR # to the Sales Rep Number field in the Customer table and save the changes.
3. Open the Customer table in Datasheet view and resize the columns to best fit the data. Save the changes to the layout of the table.
4. Use Datasheet view to create a table in which to store the data related to sales reps. Use the name Sales Rep for the table. The fields and the data for the Sales Rep table are shown in Figure 1-93b.

Customer Number	Customer Name	Street	City	State	Postal Code	Balance	Amount Paid	Sales Rep Number
AMC1	Amy's Store	201 Jackson	Detroit	TX	47021	150.00	1,000.00	44
BF14	Barbara's Fashion	1001 Jackson	London	TX	47004	100.00	0.00	51
BL15	Blondie's on Main	2204 Main	Detroit	TX	47021	300.00	1,000.00	44
CM09	Carol by Marie	2140 Main	Austin	VA	22123	100.00	1,000.00	51
CV12	Curly Yoga Studio	1420 Clark	Georgetown	NC	27134	140.00	0.00	50
CG14	Chloe's Designs	311 Graham	Georgie	NC	27136	140.00	0.00	50
EC07	Environmentally Conscious	1800 Broadway	Powder	VA	22003	0.00	1,500.00	44
FL03	Flores Counts	876 Main	Detroit	TX	47021	140.00	1,000.00	44
HL04	Just Habitat	2200 Lawrence	Austin	VA	20123	300.00	100.00	50
LD09	Le Beauty	111 Center	London	TX	47004	200.00	1,500.00	50
NC25	Nancy's Place	1027 North	Wilmington	NC	28016	240.00	0.00	50
NC03	Nora's Day Spa	700 Monroe	Powder	VA	22003	0.00	370.00	51
TL11	Tan and Tone	1000 Congress	Austin	VA	20123	100.00	100.00	50
TR06	The Workout Place	241 Johnson	Georgie	NC	27136	300.00	120.00	51
WS14	Woody's Sporting Goods	170 Central	Wilmington	NC	28016	1,200.00	0.00	50

(a) Customer Data (Excel Workbook)

Sales Rep Number	Name	Home	Street	City	State	Postal Code	Base Pay YTD	Comm Rate
44	Jones	Pat	41 Third	Detroit	TX	47021	10,000.00	0.35
50	Greig	Phyllis	678 Hillcrest	Georgetown	NC	27134	10,000.00	0.30
51	Chen	Grace	900 Monroe	Austin	VA	20123	10,000.00	0.30
50	Simon	Termy	45 Elm	Wilmington	NC	28016	500.00	0.34

(b) Sales Rep Data (Excel Workbook)

Figure 1-93

The primary key for the Sales Rep table is Sales Rep Number. Assign the caption SR # to the Sales Rep Number field. Comm Rate is a Number field, and Base Pay YTD is a Currency data type. The field size for Sales Rep Number is 2, the State field size is 2, and the Postal Code field size is 5. All other text fields have a field size of 15.

- Open the Sales Rep table in Design view and change the field size for the Comm Rate field to Single, the format to Fixed, and the Decimal Places to 2.
- Add the data shown in Figure 1-93b to the Sales Rep table. Resize the columns to best fit the data. Save the changes to the layout of the table.
- Create a query using the Simple Query Wizard for the Customer table that displays the Customer Number, Customer Name, Balance, Amount Paid, and Sales Rep Number fields. Use the name Customer Query.
- Create and save the report shown in Figure 1-94 for the Customer table. The report should include Customer Number, Customer Name, Balance, and Sales Rep Number fields. Include a total for the Balance field.
- Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

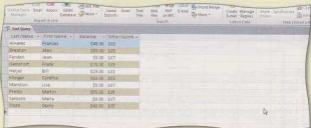
Customer Number	Customer Name	Balance	Sales Rep Number
AMC1	Amy's Store	2,000.00	44
BF14	Barbara's Fashion	2,000.00	51
BL15	Blondie's on Main	2,000.00	44
CM09	Carol by Marie	2,000.00	51
CV12	Curly Yoga Studio	2,000.00	44
CG14	Chloe's Designs	2,000.00	44
EC07	Environmentally Conscious	50.00	44
FL03	Flores Counts	2,000.00	51
HL04	Just Habitat	2,000.00	44
LD09	Le Beauty	2,000.00	44
NC25	Nancy's Place	2,000.00	44
NC03	Nora's Day Spa	30.00	51
TL11	Tan and Tone	2,000.00	44
TR06	The Workout Place	2,000.00	51
WS14	Woody's Sporting Goods	11,700.00	44
		24,000.00	

Figure 1-94

Make It Right continued

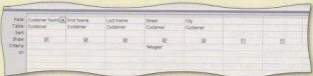
Retired Pet Sitters is a database maintained by a small pet-sitting business. The queries shown in Figure 2-91 contain a number of errors that need to be corrected before the queries run properly. The query shown in Figure 2-91a displays the query results in the proper order (Last Name, First Name, Balance, Sitter Number), but it is sorted incorrectly. The query results should be sorted by last name within sitter number in ascending order. Also, the caption for the Balance field should be Owed. Save the query with your changes.

When you try to run the query shown in Figure 2-91b, you get 0 results. You are trying to find all customers who live on Magee. Correct the error and save the query with your changes.



Last Name	First Name	Balance	Sitter Number
Alvarez	Frances	\$45.00	100
Brinkman	Alex	\$50.00	105
Fendon	Jean	\$5.00	107
Gammon	Frank	\$70.00	105
Hoyer	Bill	\$20.00	101
Kluger	Cynthia	\$40.00	101
Mandon	Lisa	\$5.00	107
Pinsky	Martin	\$10.00	105
Lamore	Mary	\$0.00	107
Smith	Derry	\$40.00	105

Figure 2-91 (a) Incorrect Sort Query



Field	Customer Name	First Name	Last Name	Street	City
Table	Customer	Customer	Customer	Customer	Customer
Sort					
Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria				Magee	

Figure 2-91 (b) Incorrect Criteria Query

Change the database properties, as specified by your instructor. Submit the revised database in the format specified by your instructor.

In the Lab

Design, create, modify, and/or use a database following the guidelines, concepts, and skills presented in this chapter. The assignments are listed in order of increasing difficulty.

Lab 1: Querying the ECO Clothesline Database

Problem: The management of ECO Clothesline has determined a number of questions it wants the database management system to answer. You must obtain answers to the questions posed by management.

Instructions: Use the database modified in the In the Lab 1 of Chapter 1 on page AC 66 for this assignment, or see your instructor for information on accessing the files required for this book.

Perform the following tasks:

1. Open the ECO Clothesline database and create a new query for the Customer table that includes the Customer Number, Customer Name, Amount Paid, and Sales Rep Number fields in the design grid for all customers where the sales rep number is 49. Save the query as Lab 2-1 Step 1 Query.
2. Create a query that includes the Customer Number, Customer Name, and Amount Paid fields for all customers located in Virginia (VA) with a paid amount greater than \$1,000.00. Save the query as Lab 2-1 Step 2 Query.
3. Create a query that includes the Customer Number, Customer Name, Street, and City fields for all customers whose names begin with T. Save the query as Lab 2-1 Step 3 Query.
4. Create a query that lists all cities in ascending order. Each city should appear only once. Save the query as Lab 2-1 Step 4 Query.
5. Create a query that allows the user to enter the city to search when the query is run. The query results should display the Customer Number, Customer Name, Balance, and Amount Paid fields. Test the query by searching for those records where the client is located in Ashton. Save the query as Lab 2-1 Step 5 Query.
6. Include the Customer Number, Customer Name, and Balance fields in the design grid. Sort the records in descending order by the Balance field. Display only the top 25 percent of the records in the query result. Save the query as Lab 2-1 Step 6 Query.
7. Join the Sales Rep and the Customer table. Include the Sales Rep Number, First Name, and Last Name fields from the Sales Rep table. Include the Customer Number, Customer Name, and Balance from the Customer table. Sort the records in ascending order by sales rep's last name and customer name. All sales reps should appear in the result even if they currently have no customers. Save the query as Lab 2-1 Step 7 Query.
8. Open the Lab 2-1 Step 7 Query in Design view and remove the Sales Rep table. Add the Amount Paid field to the design grid. Calculate the total of the balance and amount paid amounts. Assign the alias Total Amount to the calculated field. Change the caption for the Balance field to Due. Save the query as Lab 2-1 Step 8 Query.
9. Create a query to display the average balance amount for all customers. Save the query as Lab 2-1 Step 9 Query.
10. Create a query to display the average balance amount for sales rep 51. Save the query as Lab 2-1 Step 10 Query.
11. Create a query to display the average balance amount for each sales rep. Save the query as Lab 2-1 Step 11 Query.
12. Create the crosstab shown in Figure 2-92. The crosstab groups the total of customers' amount paid amounts by state and sales rep number. Save the crosstab as State-Sales Rep Crosstab.
13. Submit the revised database in the format specified by your instructor.

State	Total Of Am	49	51	51
NC	\$2,195.00	\$1,400.00	\$718.00	\$125.00
TN	\$6,245.00	\$1,495.00	\$3,608.00	\$1,150.00
VA	\$5,180.00	\$2,425.00	\$706.00	\$1,050.00

Figure 2-92

Finally, he wanted to add referential integrity between the Worker table and the Customer table. The relationship shown in Figure 3-86 is not correct and must be fixed. The owner does not want to cascade the update or the delete.

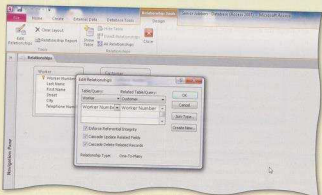


Figure 3-86

Submit the revised database in the format specified by your instructor.

In the Lab

Design, create, modify, and/or use a database following the guidelines, concepts, and skills presented in this chapter. Labs 1, 2, and 3 are listed in order of increasing difficulty.

Lab 1: Maintaining the ECO Clothesline Database

Problem: ECO Clothesline is expanding rapidly and needs to make some database changes to handle the expansion. The company needs to know more about its customers, such as the type of business, and it needs to ensure that data that is entered is valid. It also needs to update the records in the database.

Use the database modified in the In the Lab 1 of Chapter 2 on page AC 132 for this assignment, or see your instructor for information on accessing the files required for this book.

Perform the following tasks:

1. Open the ECO Clothesline database and then open the Customer table in Design view.
2. Add a Lookup field, Customer Type, to the Customer table. The field should appear after the Postal Code field. The field will contain data on the type of customer. The customer types are SAL (Salons, Studios, Fitness Clubs), SPG (Sporting Goods), and WMN (Women's Wear). Save these changes to the structure.



In the Lab continued

- Using a query, change all the entries in the Customer Type column to WMN. Save the query as Customer Type Update Query.
- Open the Customer table and make the following changes. You can use either the Find button or Filter By Selection to locate the records to change:
 - Change the customer type for customers CY12, FN19, LB20, RD03, TT21, and TW56 to SAL.
 - Change the customer type for customer WS34 to SPG.
 - Change the name of customer LB20 to Le Beauty Salon & Spa.
- Change the alternate background color on the datasheet to white and remove the vertical gridlines. Save the changes to the layout of the table.
- Create the following validation rules for the Customer table and save the changes.
 - Specify the legal values SAL, SPT, and WMN for the Customer Type field. Include validation text.
 - Assign a default value of WMN to the Customer Type field.
 - Ensure that any letters entered in the Customer Number field appear as uppercase.
 - Make Customer Name a required field.
- Open the Customer table and use Filter By Form to find all records where the customer is located in Lowton and has a customer type of WMN, and then delete these records.
- ECO Clothesline has signed up a sporting goods store, Ralph's (Customer Number RA21) and needs to add the record to the Customer table. Ralph's is at 72 Main in Lowton, TN 37084. Terry Simson is the sales rep assigned to the account. To date, Ralph's has not been billed nor does the company owe for any services. Create a split form for the Customer table and use this split form to add the record. Save the split form as Customer Split Form.
- Specify referential integrity between the Sales Rep table (the one table) and the Customer table (the many table). Cascade the update but not the delete.
- Add the Customer Type field to the Customer Balance Report. The field should follow the Customer Name field. Save the changes to the report.
- Submit the revised database in the format specified by your instructor.

In the Lab**Lab 2: Maintaining the Walburg Energy Alternatives Database**

Problem: The management of the Walburg Energy Alternatives recently acquired some items from a store that is going out of business. You now need to append these new items to the current item table. You also need to change the database structure and add some validation rules to the database.

Use the database modified in the In the Lab 2 of Chapter 2 on page AC 134 for this assignment. You also will use the More Items database from the Data Files for Students. See the inside back cover of this book for instructions for downloading the Data Files for Students, or see your instructor for information on accessing the required files.

Perform the following tasks:

- Open the More Items database from the Data Files for Students.
- Create a new query for the Item table and add all fields to the query.