

- Click the **Enforce Referential Integrity** and **Cascade Update Related Fields** check boxes in the Edit Relationships dialog box. Click **Create** to create a one-to-many relationship between the Author and Books tables.
 - Drag the **PublisherID** field from the Publishers table onto the PublisherID field in the Books table.
 - Click the **Enforce Referential Integrity** and **Cascade Update Related Fields** check boxes in the Edit Relationships dialog box. Click **Create** to create a one-to-many relationship between the Publishers and Books tables.
 - Click **Save** on the Quick Access Toolbar to save the changes to the Relationships window and click **Close**.
- q. Click the **FILE** tab and click **Close** to exit Access.
- r. Submit based on your instructor's directions.

2 Morgan Insurance Company

The Morgan Insurance Company offers a full range of insurance services in four locations: Miami, Boston, Chicago, and Philadelphia. They store all of the firm's employee data in an Excel spreadsheet. This file contains employee name and address, job performance, salary, and title. The firm is converting from Excel to Access. A database file containing two of the tables already exists; your job is to import the employee data from Excel for the third table. Once imported, you need to modify field properties and set new relationships. The owner of the company, Victor Reed, is concerned that some of the Atlanta and Boston salaries may be below the guidelines published by the national office. He asks that you investigate the salaries of the two offices and create a separate query for each city. If you have problems, reread the detailed directions presented in the chapter. This exercise follows the same set of skills as used in Hands-On Exercises 2–4 in the chapter. Refer to Figure 2.52 as you complete this exercise.

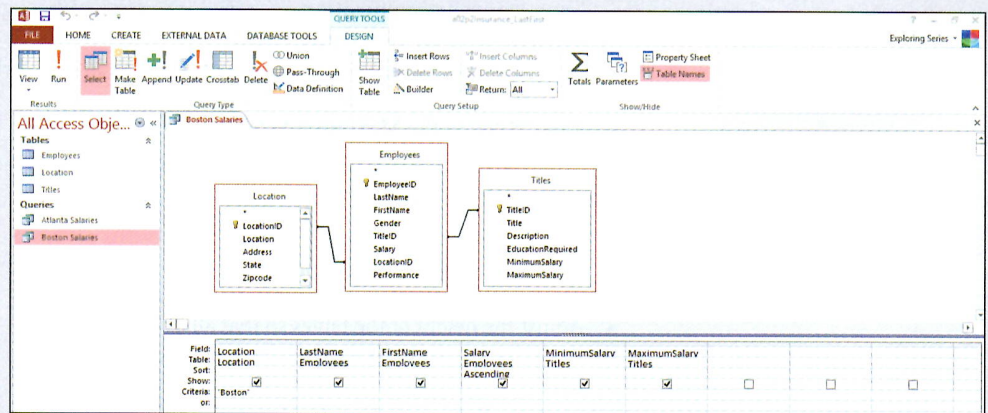


FIGURE 2.52 Boston Salaries Query Design

- a. Open *a02p2Insurance*. Click the **FILE** tab, click **Save As**, and then click **Save As** again to save the database as *a02p2Insurance_LastFirst*. Double-click the **Location** table and look at the contents to become familiar with the field names and the type of information stored in the table. Repeat with the **Titles** table.
- b. Click the **EXTERNAL DATA** tab, click **Excel** in the Import & Link group, and then do the following:
- Click **Browse** and locate the *a02p2Employees* workbook in your student data files location. Select the file, click **Open**, and then click **OK**.
 - Select the **Employees** worksheet, if necessary, and click **Next**.
 - Click the **First Row Contains Column Headings** check box and click **Next**.
 - Click the **Indexed** arrow for the EmployeeID field, select **Yes (No Duplicates)**, and then click **Next**.