

Create a Query

Rey Rivera, a counselor in the center, would like your assistance in helping him find certain information. You will create a query for him and demonstrate how he can change information.

- a. Create a new query using Design view. This query will access fields from both the Transfer Schools and Transfer Students tables. From the Transfer Students table, add the FirstName, LastName, Major, Class, and GPA fields. From the Transfer Schools table, add the AdmissionDate, TuitionDue, CreditsEarned, and CreditsTransferred fields.
- b. Save the query as **Transfer Credits**.
- c. Set the criteria in the AdmissionDate field to **8/1/2015**. Run the query (144 records will display).
- d. Enter the TuitionDue for Diana Sullivan as **\$1500** and the GPA for Audrey Owen as **3.51**.
- e. Save the query.

Create Calculated Fields

Now that you have created the query, you will create a second query for Rey that will calculate the number of credits students lost upon transfer, the tuition payments for which they will be responsible (assuming three payments per semester), and the payment due date.

- a. Switch to Design view of the Transfer Credits query. Save the query as **Transfer Credit Calculations**.
- b. Remove the criteria from the AdmissionDate field.
- c. Create a calculated field in the first empty field cell of the query named **LostCredits** that subtracts CreditsTransferred from CreditsEarned.
- d. Create another calculated field named **TuitionPayments** that determines tuition paid in three installments. Using the Pmt function, replace the rate argument with **0.025/3**, the num_periods argument with **3**, and the present_value argument with the student's tuition payment. Use **0** for the future_value and type arguments. Ensure the payment appears as a positive number.
- e. Format the TuitionPayments calculated field as **Currency**.
- f. Create another calculated field named **DueDate** after the TuitionPayments field. To calculate the due date, add **30** to their AdmissionDate. Run the query and verify that the three calculated fields have valid data.
- g. Add a total row to the query. Average the GPA column and sum the LostCredits column. Save and close the query.

Create a Totals Query

Cala Hajjar, the director of the center, needs to summarize information about the transfer students for the 2015–2016 academic year to present to the College's Board of Trustees. You will create a totals query for her to summarize the number of transfer students, average number of credits earned and transferred, and total tuition earned by transfer institution.

- a. Create a new query in Design view. Add the Transfer Schools table.
- b. Add the AdmittingSchool, StudentID, CreditsEarned, CreditsTransferred, and TuitionDue fields.
- c. Sort the query by AdmittingSchool in ascending order.
- d. Show the Total row. Group by AdmittingSchool and show the count of StudentID, the average CreditsEarned, the average of CreditsTransferred, and the sum of TuitionDue.
- e. Format both average fields as **Standard**.
- f. Change the caption for the StudentID field to **NumStudents**, the caption for the CreditsEarned average to **AvgCreditsEarned**, the caption for the CreditsTransferred average to **AvgCreditsTransferred**, and the caption for SumOfTuitionDue to **TotalTuition**.
- g. Run the query. Resize columns so all data are shown.
- h. Save the query as **Transfer Summary**.
- i. Close the query.