

In the Labs *continued*

Instructions: Perform the following tasks:

1. Use the Blank desktop database option to create a new database in which to store all objects related to the items for sale. Call the database Lab 2 Tennis Logos.
2. Import the Lab 1–2 Supplier Data Excel workbook into the database. The first row of the workbook contains the column headings. Supplier Code is the primary key for the new table. Assign the name Supplier to the table. Do not save the Import steps.
3. Open the Supplier table in Datasheet view. Change the field size for the Supplier Code field to 2; the field size for the Supplier Name field to 30; and the field size for the Telephone Number field to 12.
4. Import the Lab 1–2 Item Data Excel workbook into the database. The first row of the workbook contains the column headings. Item Number is the primary key for this table. Assign the name Item to the table. Save the Import steps, and assign the name Import-Item Data to the steps. You do not need a description.
5. Open the Item table in Design view. Change the field size for the Item Number field to 4. Change the field size for the Description field to 30. Add the caption Wholesale for the Wholesale Price field. The On Hand field should be an Integer field. Be sure that the field size for the Supplier Code in the Item table is identical to the field size for the Supplier Code in the Supplier table. Save the changes to the table and close the table.
6. Open the Item table in Datasheet view and resize the columns to best fit the data. Save the changes to the layout of the table and close the table.
7. Create a query for the Item table. Include the Item Number, Description, Wholesale Price, Base Cost, and Supplier Code. Save the query as Item Query.
8. Create a simple form for the Item table. Use the name Item for the form.
9. Create the report shown in Figure 1–88 for the Item table. Do not add any totals. Save the report as Inventory Status Report.
10. If requested to do so by your instructor, change the telephone number for Last Merchandisers to your telephone number.

Item Number	Description	On Hand	Wholesale Price
3363	Baseball Cap	110	\$4.87
3673	Cotton Visor	150	\$4.59
4543	Crew Sweatshirt	75	\$7.29
4583			

Figure 1–88

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

12. 🌟 If you had designed this database, could you have used the field name, Name, for the Supplier Name? If not, why not?

Lab 3: Expand Your World: Cloud and Web Technologies

Exporting Query Results and Reports

Problem: You and two of your friends have started a pet sitting business. You want to be able to share query results and reports, so you have decided to store the items on the SkyDrive. You are still learning Access, so you are going to create a sample query and the report shown in Figure 1–89, export the results, and save to the SkyDrive.

Note: To complete this assignment, you will be required to use the Data Files for Students. Visit www.cengage.com/ct/studentdownload for detailed instructions or contact your instructor for information about accessing the required files.