



Customer Balance Report

Monday, September 15, 2014

9:39:02 PM

Customer Number	Last Name	First Name	Balance	Sitter Number
AB10	Alvarez	Frances	\$45.00	103
BR16		Alex	\$80.00	
	Santoro	Maria	\$0.00	107
TR35	Trent	Gerry	\$40.00	105
			\$419.00	

Figure 1-89*Instructions:*

1. Open the Lab 3 Pet Sitters database from the Data Files for Students.
2. Use the Simple Query Wizard to create a query that includes the Customer Number, First Name, Last Name, Balance, and Sitter Number. Save the query as Customer Query.
3. Export the Customer Query as an XPS document to your SkyDrive in the Access folder.
4. Create the report shown in Figure 1-89. Save the report as Customer Balance Report.
5. Export the Customer Balance Report as a PDF document to your Sky Drive in the Access folder. For information about how to use the Sky Drive, refer to the Office and Windows chapter in this book.
6. If requested to do so by your instructor, open the Sitter table and change the last name and first name for sitter 103 to your last name and your first name.
7. Submit the assignment in the format specified by your instructor.
8. 🌟 Based on your current knowledge of XPS and PDF documents, which one do you think you would use most frequently? Why?

🌟 Consider This: Your Turn

Apply your creative thinking and problem solving skills to design and implement a solution.

1. Creating the Craft Database

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.

Personal/Academic

Part 1: You attend a college that is renowned for its school of arts and crafts. Students who major in arts and crafts can sell their designs online through the college bookstore. The bookstore has used an Excel workbook to store data on wood-crafted items as well as the students who created the items. Because you are a major in computer science and also are studying woodworking, your senior project is to create a database of these wood-crafted items. The database must keep track of the wood-crafted items for sale and maintain data on the students who created the items. Each item is created by a single student, but each student may have created several items.

Based on the information in the Your Turn 1-1 Craft workbook, use the concepts and techniques presented in this chapter to design and create a database to store the craft data. Create a Wood Crafts for Sale report that lists the item number, description, price, and student code. Submit your assignment in the format specified by your instructor.

Part 2: 🌟 You made several decisions while determining the table structures and adding data to the tables in this assignment. What method did you use to add the data to each table? Are there any other methods that also would have worked?

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