

5. Import the Lab 1-1 Client Data workbook shown in Figure 1-86 into the database. The first row of the workbook contains the column headings. Client Number is the primary key for the new table. Assign the name Client to the table. Save the Import steps, and assign the name Import-Client Data to the steps. Assign Import Client Data as the description.
6. Open the Client table in Design view and make the following changes:
 - a. Change the field size for the Client Number field to 5. Change the field size for the Client Name field to 30. Change the field size for the Street and City fields to 20. Change the field size for the State field to 2 and the field size for the Postal Code field to 5. Change the field size for the Service Rep Number field to 2.
 - b. Add the caption CL # to the Client Number field.
 - c. Add the caption SR # to the Service Rep Number field.
7. Save the changes to the Client table. If a Microsoft Access dialog box appears with the 'Some data may be lost' message, click the Yes button.
8. Open the Client table in Datasheet view and resize all columns to best fit the data. Save the changes to the layout of the table.
9. Create a query using the Simple Query Wizard for the Client table that displays the Client Number, Client Name, Amount Paid, Balance Due, and Service Rep Number. Save the query as Client Query.
10. Create the report shown in Figure 1-87 for the Client table. The report should include the Client Number, Client Name, Amount Paid, Balance Due, and Service Rep Number fields. Include totals for the Amount Paid and Balance Due fields. Be sure to change the column headings to those shown in Figure 1-87. Save the report as Client Financial Report.
11. If requested to do so by your instructor, change the address for Jenna Kelly in the Service Rep table to your address. If your address is longer than 20 characters, simply enter as much as you can.
12. Submit the revised database in the format specified by your instructor.
13. ☀ You entered the records for the Service Rep table in the order shown in Table 1-6 on the previous page, that is service reps 21, 45, 24, 37. What order will the records be in after you close and reopen the Service Rep table? Why?

Client Number	Client Name	Amount Paid	Balance Due	Service Rep Number
BBF32	Babbage CPA Firm	\$3,524.00	\$567.85	24
WSC01	Wood Sports Complex	\$2,250.00	\$1,600.00	24
		\$31,820.85	\$21,923.97	

Figure 1-87

Lab 2: Creating the Tennis Logos Database

Problem: Tennis Logos supplies customized tennis clothing and accessories for clubs and tournaments. The company purchases these items from suppliers at wholesale prices and adds the customer's logo. The final item price is determined by marking up the wholesale price and adding a fee that is based on the complexity of the logo. Tennis Logos also does graphic design work for customers. Currently, the information about the items and the suppliers is stored in two Excel workbooks. Each item is assigned to a single supplier, but each supplier may be assigned many items. You are to create a database that will store the item and supplier information. You already have determined that you need two tables, a Supplier table and an Item table, in which to store the information.

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.

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