

2. Create and save a query for the Client table. The query result should display the Last Name, First Name, Amount Paid, Balance, and Shopper Number in that order. Sort the query by Last Name within Shopper Number.
3. Change the organization of the Navigation Pane so that all objects associated with the Client table are grouped together and all objects associated with the Shopper table are grouped together.
4. Export the query you created in Step 2 above as a CSV file. Do not save the export steps.
5. Upload the CSV file to your SkyDrive and open the file in the Excel Web app.
6. Delete the Shopper Number column and resize the remaining columns.
7. If requested to do so by your instructor, change the last name and first name of the first client to your last name and first name.
8. Save and close the Excel workbook.
9. Submit the revised database and Excel workbook in the format specified by your instructor.
10.  Study the query result from Step 2 above. What do you notice about the first name and last name field headings? Why do they appear as they do?

Consider This: Your Turn

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

1: Querying the Craft Database

Personal/Academic

Instructions: Open the Craft database you created in Chapter 1 on page AC 73. If you did not create this database, contact your instructor for information about accessing the required files.

Part 1: Use the concepts and techniques presented in this chapter to create queries for the following. Save each query.

- a. Find the item number and description of all items that contain the word, Rack.
- b. Find the item number and description of all items made by students with a student code of 3962 or 7568.
- c. Find the item number, description, and price of all items that have a price between \$20.00 and \$40.00.
- d. Find the total price (price * on hand) of each item available for sale. Show the item number, description, price, on hand, and total price in the result. Change the caption for the On Hand field to Quantity.
- e. Find the seller of each item. Show the student's last name and first name as well as the item number, description, price, and on hand. Sort the results by description within student last name.
- f. Create a form based on the query you created in Step e.
- g. Determine the average price of items grouped by student code.
- h. Determine the two most expensive items for sale. Show the description and price.

Submit your assignment in the format specified by your instructor.

Part 2:  You made several decisions while creating the queries in this assignment, including the query in Step b. What was the rationale behind your decisions? There are two ways to create the query in Step b. What are they? Which one did you use?