Computer Applications – Student Activity Conference
Session 3 – Advanced

I. **DATABASE**
   A. Create a database named **Session 3**; import **Grades** and **Students** tables from **SAC Starter Files**.
   B. Create a relationship between **Student** of **Grades** table and **StudentID** of **Students** table.
   C. In design view, create an update query using **Students** and **Grades** tables.
      1. Update **Daily Grades** in **Students** table by adding **Daily Grades** to **Grade** with the criteria being for all records with "D" in the **Type of Grade** field.
      2. Update the **Posted** field in the **Grades** table with the following specifications.
         a. The Update To field should be Yes.
         b. Criteria specification should be No.
      3. Run the query once and save it as **UpdDaily**. *(If there is a problem, you will have to reset the **Daily Grades** in the **Students** table for all records to zero and uncheck the **Posted** fields for all records in **Grades** table, which resets them to No.)*
   D. In design view, create another update query using **Students** and **Grades** tables.
      1. Update **Midterm Grade** in **Students** table by adding **Midterm Grade** to **Grade** with the criteria being for all records with "M" in the **Type of Grade** field.
      2. Update the **Posted** field in the **Grades** table with the following specifications.
         a. The Update To field should be Yes.
         b. Criteria specification should be No.
      3. Run the query once and save it as **UpdMid**. *(If there is a problem, you will have to reset **Midterm Grade** in the **Students** table for all records to zero and uncheck the **Posted** fields for all records in **Grades** table whose **Type of Grade** is equal to M. This unchecks the **Posted** fields.)*
   E. Create another update query using **Students** and **Grades** tables with the following specifications.
      1. Update **Final Exam Grade** in **Students** table by adding **Final Exam Grade** to **Grade** with the criteria being for all records with "F" in the **Type of Grade** field.
      2. Update the **Posted** field in the **Grades** table with the following specifications.
         a. The Update To field should be Yes.
         b. Criteria specification should be No.
      3. Run the query once and save it as **UpdFinal**. *(If there is a problem, you will have to reset **Final Exam Grade** field in the **Students** table for all records to zero and uncheck **Posted** fields for all records with an F in the **Grade** field in the **Grades** table.)*
   F. Create another update query using the **Students** table with the following specifications.
      1. Update the **Final Grade** field by adding the following together.
         a. 20% of the **Daily Grades** divided by 2.
         b. 40% of the **Midterm Grade**.
         c. 40% of the **Final Exam Grade**.
      2. Run the query and save it as **UpdGrade**.
   G. Create a report using the report wizard with 1" margins in landscape orientation and the following.
      1. Select all fields from the **Students** table except for **StudentID.**
      2. Group on **Full Name**.
      3. Use stepped layout and landscape orientation.
      4. Use the following title: **Student Grade Report**
      5. In design view, modify the report with the following.
         a. Add the following label top aligned with the title and right aligned on the right-hand margin, replacing 99999 with your favorite number: **(99999)-Session-3**
         b. Center the title between margins.
         c. Add a text box to the left of the **Daily Grades** detail data in the detail line; cut and paste the label into the page header.
            (1) Change the label box to be **Daily Grade Average**.
            (2) Change the unbound box to show Daily Grades divided by 2.
            (3) Format should be fixed with no decimals.

       d.   All column headings and detail data should be centered within their respective columns.

       e.   Everything in the report header and page header should be black, bold type, and everything else should be plain, black type.

6. Save your report and view it on one page in landscape orientation.

II.   SPREADSHEET

A. Copy the **Students** table from the database and paste into Cell A1 of the **Lookup** Excel workbook.

B. Sort the data largest to smallest by **Final Grade**.

C. Format all values as numbers with no decimals.

D. In Cell G1 and H1, add the following headers: **Letter Grade** and **Status**

E. In Cell G2, use a LOOKUP function with the following parameters and fill down thru Cell G5.

    1. The lookup value is Cell F2.

    2. Table array is Cells A7 thru B14; use absolute reference for array.

F. In Cell H2, use an IF function with the following parameters.

    1. Use an AND function with two parameters:

       a. Test to see if Cell D2 is greater than 90.

       b. Test to see if Cell E2 is greater than 90.

    2. Value if true should be "Recognition"

    3. Value if false should be ""

G. Select Cells G2 thru H2 and fill down into Cells G5 thru H5.

LOOKUP

	A	B
1	**Lookup**	**Letter Grade**
2	60	D
3	70	C
4	75	C+
5	80	B
6	85	B+
7	90	A
8	95	A+

III.   DOCUMENT WITH MERGE

A. Open the simplified memo **Session-3**.

    1. Use top margin of 1 ½".

    2. Use the following header 1" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant number: (99999)-Session-3

    3. Use today's date and the following addressee: Extracurricular Activities Coordinators

    4. Use the following subject: MIDTERM ELIGIBILITY

    5. Insert the following after the body of the document.

       a. Insert a left tab at .5", at 2.5" and at 3.5".

       b. Insert Full Name merge field at the .5" tab.

       c. Insert Midterm Grade merge field at the 2.5" tab.

       d. Insert Final Grade merge field at 3.5" tab. Use a format switch to format as a number with 0 decimals.

       e. Insert a Next Record indication immediately after the Midterm Grade merge field.

       f. Copy the entire line and replicate three more times.

       g. Leave one blank line above and below the merge fields.

    6. Use sender's name and title on one line: Nick O. Thyme, English Department Chair

    7. Use the following reference initials: uil

B. Save the document and finish and merge to edit all records.

C. Save your file as **Session-3-after merge** and view on one page in portrait orientation.