

Computer Applications – Student Activity Conference
Session 1 – New to Computer Applications

I. DATABASE

- A. Create a blank database named **Session 1** with a table named **Realtors** with fields and field properties shown at right.
- B. Populate the table with the data shown below.

Field Name	Data Type	Description (Optional)
First	Short Text	25 characters
Last	Short Text	25 characters
Start Date	Date/Time	Short Date
Sales	Number	Double, standard, 0 decimals
Commission	Number	Double, standard, 0 decimals
Expenses	Number	Double, standard, 0 decimals
Earnings	Number	Double, standard, 0 decimals
Years	Number	Double, standard, 0 decimals
Rating	Short Text	25 characters

First	Last	Start Date	Sales	Commission	Expenses	Earnings	Years	Rating
Tad	Moore	4/16/2015	688,472		1,963			
Macon	Lesse	1/9/2007	1,566,300		3,254			
Penny	Wise	10/26/2020	417,655		836			

- C. Create an update query in design view using the **Realtors** table to update the following fields.
1. Update the **Commission** field by multiplying **Sales** by 3%.
 2. Update the **Earnings** field by subtracting **Expenses** from **Commission**.
 3. Update the **Years** field by using a DateDiff function with the following specifications.
 - a) The interval parameter is "yyyy"
 - b) The date1 parameter is the **Start Date** field.
 - c) The date2 parameter is #12/31/2022#
 4. Update the **Rating** field using an If function with the following specifications.
 - a) For the decision parameter, test to see if the **Sales** field is greater than 500,000.
 - b) Value if true is "Outstanding"
 - c) Value if false is "Average"
- D. Run the query and save it as **UpdQry**.
- E. Create a select query in design view.
1. Add a new field named **Full Name** and concatenate **First** and **Last** fields with a space between.
 2. Select the following fields from the **Realtors** table: **Sales, Earnings, Years** and **Rating**
 3. Set the criteria of the **Rating** field to be all "Average" records.
 4. Save the query as **SelQry** and run it.
- F. Use the report wizard to create a report with 1" margins.
1. Select all fields from the **Realtors** table.
 2. Group by **Earnings** with grouping intervals of 10000s.
 3. Sort by **Sales** in descending order and calculate the sum for **Sales, Commission, Expenses** and **Earnings**.
 4. Use stepped layout and landscape orientation.
 5. Use the following title: **Realtor Performance**
 6. Make the following modifications in design view.
 - a) Insert the following header top aligned with the title and right aligned on the right margin, replacing 99999 with your first name: **(99999)-Session-1**
 - b) Center the title between margins.
 - c) Everything in **Earnings by 10000s** column left aligned, and all other column headings, detail data and summary values shown centered in their respective columns.
 - d) Make everything in the report header, page header, group header and report footer bold, black type, and make everything else plain black type.
 - e) Be sure nothing is truncated or wrapped.
 7. Save your report and view it on one page in landscape orientation in print preview.