

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

I. DATABASE

- A. Create a database named **Session1** and create a table in design view named **Employees** with the fields and field properties at right.
- B. Populate the table with the data shown below.
- C. Create an update query in design view to update the following fields.

Team		
Field Name	Data Type	Description (Optional)
Name	Short Text	30 characters
Birthdate	Date/Time	Short date
Month	Number	Long integer, fixed, no decimals
Age	Number	Long integer, fixed, no decimals
Age Bracket	Short Text	25 characters

Name	Birthdate
Ty Coon	2/1/1998
Owen Cash	12/15/1980
Will Power	7/23/1955

- 1. Update the **Month** field by using the Month function with **Birthdate** as the parameter.
- 2. Update **Age** field using a DateDiff function with following specifications.
 - a. The interval parameter is "yyyy"
 - b. The date1 parameter is the **Birthdate** field.
 - c. The date2 parameter is #12/31/2021#
- 3. Update **Age Bracket** field using an If function with following specifications.
 - a. For the decision parameter, use the Year function with the **Birthdate** field as the parameter and test to see if the result is less than 1959.
 - b. Value if true is "Possible Retirement"
 - c. Value if false is another If function with the following specifications.
 - (1) For the decision parameter, use the Year function with the **Birthdate** field as the parameter and test to see if the result of the function is greater than 1985.
 - (2) Value if true is "Young Group"
 - (3) Value if false if "Mid Group"
 - d. Save the query as **UpdQry**.
- 4. Run the query.
- D. Create a select query in design view with the following specifications.
 - 1. Use all fields from the **Employees** table.
 - 2. Sort in descending order on the **Age** field.
 - 3. Set the criteria of the **Age** field to be all records greater than 25.
 - 4. Save the query as **SelQry** and run it.
- E. Use the report wizard to create a report with 1" margins.
 - 1. Select all fields from the **Employees** table.
 - 2. Use no grouping, but sort on **Birthdate** in ascending order.
 - 3. Use tabular layout and landscape orientation.
 - 4. Use the following title: **Team Members**
 - 5. 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. Center all column headings and detail data in their respective columns.
 - d. Make everything in the report header and page header black, bold type, and make everything else plain, black type.
 - 6. Save your report and view it on one page in landscape orientation with print preview.