

## Computer Applications – Student Activity Conference

### Session 2 - Invitational B to District

#### I. DATABASE WITH REPORT

- A. Create database named **Session2** and create a table named **Schedule** with the field properties shown. Do not use a primary key.

- B. Get external data from **Starter File - Session2.xlsx**.

1. Append to the **Schedule** table.
2. Save your table.

- C. Create an update query in design view to update the following fields.

1. Update **Lunch Start** with the following calculation.
  - a. Use a TimeSerial function with the following parameters.
    - (1) Use 3 for the hour parameter.
    - (2) Use 30 for the minute parameter.
    - (3) Use 0 for the second parameter.
  - b. Add the **Start** field to the result.
2. Update **End** using the TimeSerial function to add 8 hours and 30 minutes to the **Start** field.
3. Update the **Full Name** field by selecting the **First** field followed by a concatenation operator (+ or &) and a space (" ") followed by another concatenation operator and the **Last** field.
4. Save the query as **UpdQry** and run it.
5. Open the **Schedule** table in design view and add the following fields.
  - a. **Years Worked** defined as number that is an integer, fixed, no decimals.
  - b. **Rank** defined as short text with 8 characters.
6. With the **UpdQry** open, update the newly added fields with the following specifications.
  - a. Update **Years Worked** by subtracting the **Date Hired** from #6/20/2021# and divide the result by 365.25, and use the Int function with this entire formula as the parameter.
  - b. Update **Rank** with an If function with the following parameters.
    - (1) The decision parameter tests to see if **Years Worked** is greater than 4.
    - (2) Value if true is "Advanced"
    - (3) Value if false is another If function with the following parameters.
      - (a) The decision parameter tests to see if **Years Worked** is less than 2.
      - (b) Value if true is "Novice"
      - (c) Value if false is "Interim"

- c. Save the query and run it **until all fields are populated**.

- D. Create a select query to display the following fields: **FullName, Start, Lunch Start, End, Date Hired, Years Worked** and **Rank** with criteria showing only fields with **Rank** equal to "Advanced" and save as **SelQry** and run.

- E. Use the report wizard to create a report with 1" margins and the following specifications.

1. Use all fields from the **SelQry**.
2. Do not use any grouping, but sort by **Years Worked** in descending order.
3. Use tabular layout and landscape orientation and the following title: **ADVANCED EMPLOYEES**
4. Modify the report in design view with the following specifications:
  - a. Add a label box top aligned with the title and right aligned on the right-hand margin with the following, replacing 99999 with the contestant number of your choice: **(99999)-Session2-1**.
  - b. Center the title between margins.
  - c. Expand the report footer about ½" and add the following formulas from the **UpdQry** stacked and left aligned with the Date field: **Lunch Start, Full Name, Years Worked** and **Rank**
  - d. Center all column headings and detail data in their respective columns.
  - e. Make all text in the report black.
  - f. Make everything in page header and report header black, boldface type, and make everything else plain, black type.
  - g. Remove all shading from the report.
  - h. Save your report and click to view as Print Preview.

Field Name	Data Type	Description (Optional)
First	Short Text	15 characters
Last	Short Text	15 characters
Start	Date/Time	Medium time
Lunch Start	Date/Time	Medium time
End	Date/Time	Medium time
Full Name	Short Text	25 characters
Date Hired	Date/Time	Short date