

Computer Applications – Student Activity Conference

Session 3 - Advanced

I. DATABASE WITH REPORT

- A. Create a database named **Session3**.
- B. Import data from the **Consignors** and **Buyers** tables from the **Starter Files - Session3** database.
- C. Create a new table named **Sales** with the properties shown at right.
- D. Create lookup tables for the **Buyer** and **Consignor** fields to use the **ID** field of each.
- E. View relationships created and close.
- F. Save the **Sales** table and enter data at right.
- G. Open the **Sales** table in **Starter Files - Session3** database and copy all the records.

Field Name	Data Type	Description (Optional)
Lot	Number	Integer, 0 decimals
Buyer	Number	Integer, 0 decimals
Consignor	Number	Integer, 0 decimals
Price	Currency	2 decimals
No Sales	Yes/No	True is NOT sold

Lot	Buyer	Consignor	Price	No Sales
21	109	5	\$500.00	<input type="checkbox"/>
22		15	\$0.00	<input checked="" type="checkbox"/>
23	112	25	\$810.00	<input type="checkbox"/>
24	103	35	\$1,000.00	<input type="checkbox"/>
25	115	45	\$125.00	<input type="checkbox"/>

- H. Paste append records into the **Sales** table in **Session3** database; sort on **Lot** smallest to largest.
- I. Use the report wizard to create a report with 1" margins and the following specifications.
 1. From the **Consignors** table, choose **First** and **Last**.
 2. From the **Buyers** table, choose **First** and **Last**.
 3. From the **Sales** table, choose **Lot** and **Price**.
 4. View by **Consignors**; use no grouping; sort by **Lot** in ascending order.
 5. Calculate sum for **Price** field and use stepped layout and portrait orientation.
 6. Use the title: **Sales by Consignor**
 7. Modify the report in design view with the following specifications and 1" margins:
 - a. Add a label box top aligned with the title and right aligned on the right-hand margin, and include the following, replacing 99999 with your contestant number: **(99999)-Session3-1**.
 - b. Center the title between margins.
 - c. Delete **Consignors_Last** column heading; change **Consignors_First** heading to **Consignors**.
 - d. In detail for **Consignors_First**, concatenate **Consignors_First** and **Consignors_Last** with space between.
 - e. In detail for **Buyers_First**, concatenate **Buyers_First** and **Buyers_Last** with space between and change **Buyers_First** column heading to be **Buyers_Name**.
 - f. Delete the **Buyers_Last** column.
 - g. Delete the *Summary for...* line from the group footer and shift sum line up and collapse.
 - h. In the group footer, change the **Sum** label to **Consignor Total**.
 - i. In the report footer, change the **Grand Total** label to **Auction Total**.
 - j. Left align **Consignor Total** and **Auction Total** with **Buyers_Name** column heading
 - k. Right align **Price** column heading, detail values and summary values on the right margin.
 - l. Center **Lot** column heading and detail and vertically left align all other columns.
 - m. Detail data and page footer should be plain, black type, and make everything else black, boldface type.
- J. Save and view your report.
- K. Use the **Consignors** and **Sales** tables to create a select query.
- L. Add a new field named **Name** that concatenates **Last** and **First** with a comma and space between.
- M. Add the **Price** field from the **Sales** table.
- N. Save the query as **Totals** and run it.
- O. Export the **Totals** query to an Excel spreadsheet named **Session3** with formatting and layout and open the destination file when export is complete.

II. SPREADSHEET WITH PIVOT TABLE AND CHART

- A. Select Cells A1 through B26 and use that data to create a pivot table in Cell C2.
- B. Use **Name** as the row headings and **Price** as the values.
- C. Change **Row Labels** heading in Cell C2 to **Consignor** and **Sum of Price** in Cell D2 to **Total Sales**.
- D. Format all numbers in the pivot table as currency with no decimals.
- E. Select Cells C2 thru D7 and create a pivot chart.
- F. Change the chart type to pie, add data labels that only show percent for each consignor and show leader lines and labels outside pie slices.
- G. Show the legend on the right and change the chart title to **Consignor Totals**.
- H. Hide all field buttons on chart.
- I. Move the chart to cover most of Cells C10 thru F18.
- J. Save the spreadsheet.

III. DOCUMENT WITH TABLE AND CHART

- A. Open the **Session3-2** document from your handouts.
 1. Use a 1 ½ inch top margin.
 2. Use today's date.
 3. Use a header ½ inch from the top of the page, right justified on the right-hand margin with the following, replacing 99999 with your contestant number: (99999)-Session3-2
 4. For addressee, merge the **First** and **Last** name fields from the **Consignors** table in the **Session3** database.
 5. For the subject line, use the following in all caps: AUCTION TOTALS
 6. Use the following as the body of the memo.

Please find a table and chart representing the results from last month's auction below.

[Insert a 1 row-2 column table here, keep the borders and allow it to span from margin to margin.
Copy and paste the pivot table into the first cell of the table and the pivot chart into the second cell.
Adjust the size of the pivot chart so that it fits within the cell. Center everything in each cell.
Leave one blank line before and after the table.]

If you have any questions regarding your sales for this auction, please let me know.

7. Use the following senders name on one line: Della Joke, Auction Manager
 8. Use following reference initials: uil
 9. Preview the merged letters.
- B. View and save your document as **Session3-2**.