

## Access Worksheet

1. Create an Access file called **CompStock** with the following table called **CompParts**.

QUANTITY	DESCRIPTION	UNIT COST	CODE
13	BOX OF DISKETTES	15.00	A100
30	PRINTER RIBBON	10.55	B100
10	PRINTER	525.00	C100
10	JOY STICK	115.00	D100
20	40 GB HARD DRIVE	450.00	E100
50	REAM OF PAPER	32.50	F100

2. Change the field name quantity to On Hand.
3. Export the CompParts table to Excel.
4. Use Office Links to copy the CompParts table to Word.
5. Make the Code field a primary key.
6. Create a table called **Customers**.

CUSTOMER	CODE	ORDERED
John Best	A100	10
Peter Forde	A100	1
Joy King	C100	15
Ann Griffith	C100	2
Don Ward	F100	4
Don Ward	E100	6
Don Ward	A100	14
Michael Bend	B100	20
Troy Smith	B100	14

7. Check to make sure that you have the information is correct.
8. Create the following queries:
  - (a) List all records with an ordered value above 5, display all the fields of the record. Sort the records in ascending order by the customer field. Name the query Above5.
  - (b) List the customer description, and ordered fields of those customers with an ordered value below 5. Name the query Below5.
  - (c) Delete all records from the Customers table with an ordered value of 4. Name the query Delete.
  - (d) Create a calculated field called Total Cost (Total Cost = Ordered\*Unit Cost). Display the following fields: Customer, Description, Ordered, Unit cost, Total Cost. Format the total cost with dollar signs. Name the query TotalCost.
  - (f) Create a calculated field called Stock Level. (Stock Level = Quantity – Ordered). Display the following fields: Description, Quantity, Ordered , Stock Level. Name the query StockLevel
  - (g) Double the unit cost of all record with code A100 or D100. Name the query Double.
9. Create a report with the following fields: Quantity, Description, Unit Cost and Code. Sort the records in ascending order by the Description field and the give the report an appropriate title.
10. Create a report with the following fields: Customer, Description, Ordered, Unit cost, Total Cost and CODE. Group the report on CODE and sort the records in ascending order by the Customer field. Display the average Total Cost for each CODE and give the report an appropriate title.
11. Create a Form to display the following fields: Description, Quantity, ordered and Stock Level.