

MICROSOFT ACCESS PROJECT

Background Information: The Board of Directors has accepted your recommendations for the new desktop and laptop computers to install, and you have been given the authorization to proceed. To keep track of the installations you have performed, you will use an Access database. The database will keep track of each employee, and identify the computer that is assigned to them. Your company has 2,000 employees, but for this assignment you only will create a database to track the employees in the Human Resources department.

Requirements:

- Create a new, blank database and save it as AccessProject-*LastName-FirstName*.accdb (where *LastName-FirstName* should be replaced with your last and first name). Pay attention to the location where you are saving the file so that you can locate it later.
- Switch to Design View so that you can begin adding fields to a table. When you are prompted to save the table, use `HR_COMPUTERS` as the table name.
- Delete the default ID field from the table.
- Add the following fields to the table. Information about what each field will store is listed in *italics*, and should not be part of the field name:
 - Employee ID (*A random letter, followed by a 6-digit number uniquely identifying each employee*)
 - First Name (*Employee's first name*)
 - Last Name (*Employee's last name*)
 - Office Location (*Employee's office location – identified by a 3- or 4-digit room number*)
 - Phone (*Employee's office telephone number*)
 - Email Address (*Employee's business e-mail address*)
 - Computer Type (*Type of computer – either desktop or laptop*)
 - Computer Serial Number (*11-character alphanumeric unique serial number found on computer*)
- Set an appropriate data type for each field.
- Add an appropriate description for each field.
- Set the Employee ID field as the primary key.
- Set appropriate field sizes for each field. For example, the Office Location field might have a field size of 3 or 4, because office locations are identified by a 3- or 4-digit room number.
- Use the information above to help determine the correct field sizes. For fields such as First Name, Last Name, and Email address, you should decide on an appropriate field size that is not too large, but will adequately store your employees' information.
- Make the necessary changes so that each field is required, and does not allow any zero length strings (if appropriate).

Handwritten text 'You DECIDE' is written across the table.

- Switch to Datasheet view and add fictitious records for 10 employees.
- Create a form for the HR_COMPUTERS table that shows all fields (*hint: use the Form button on the CREATE tab*).
- Switch to Form View and add 5 more fictitious records to the table (so you will have a total of 15 records).
- After entering the additional records, close the form and save the form as HR_COMPUTERS_FORM
- Create a report that displays a listing of all fields and records in the HR_COMPUTERS table. Save the report as HR_COMPUTERS_REPORT
- Create a query that displays the first name, last name, office location, and phone number and computer type.
 - Do not show the computer type, and set the criteria as "Desktop" to display only employees with a desktop computer (*hint: open the design view*). Save the query as HR_DESKTOP
- Create a second query that displays the first name, last name, office location, e-mail address and computer type.

- Do not show the computer type, and set the criteria as “Laptop” to display only employees with a laptop computer (*hint: open the design view*). Save the query as HR_LAPTOP

- In the Properties for this database, make sure your full name appears in the Author property (if it does not, change it).
- **Submission Guidelines**
It is important for students to pay close attention to the submission guidelines in order to receive full credit for this assignment.
- Save the file as AccessProject-*LastName-FirstName*.accdb (where *LastName-FirstName* should be replaced with your last and first name)
- Close the file after saving it. Otherwise the file will not attach properly to the email message.
- Submit the file to Blackboard.

Important Notes

- Start the assignment well in advance of the due date. Last minute problems on your end will not be an excuse for missing a deadline
- Do not use anyone else’s work. After we receive all assignments, we will run them through an automated process to check for plagiarism. Any violations or any plagiarism will result in a zero on this assignment and possible further disciplinary action by the College. It is better to miss turning in an assignment (or to turn in an incomplete assignment) and receive a lower grade than to risk going through a Student Conduct review process
- Using a Mac version of Microsoft Office is entirely at your own risk. If the Mac version does not allow you to perform certain steps outlined in this document, you will lose points for those steps
- Please e-mail your instructors with any questions

Rubric

Criteria	Available Points
Table Named HR_COMPUTERS	8
Contains all 8 fieldnames	16
Have a total of 15 records	15
Query HR_DESKTOP: First name, last name, office #, phone (criteria comp type)	12
Query HR_LAPTOP: First/ last name, office #, e-mail address (criteria comp type)	12
Create a form called HR_COMPUTERS_FORM	12
Create a report called HR_COMPUTERS_REPORT	12
Employee Id is the primary key	8
Saving the document with the correct filename	5
Assignment not covering the instructed topic	-100
Total Points	100