Name_____   Period _____

Introduction to Computer Applications
Microsoft Access
Chapter 1: Creating and Using a Database
100 Points

1. Begin on page AC2-12. Read about the JSP Recruiters and look at Fig. 1-1. In Access, follow the directions (white numbers inside red circles) on page AC112 to create the database and table. Save as **JSP Recruiters** followed by your initial and last name. Continue through page AC 49 following all directions to add records to the **Recruiter** table comparing with Fig. 1-75. Create a report on AC50-56 and use a form to view the data on AC57-63.

2. **FOR REFERENCE ONLY:** To access the *SAM 2007* program, click on the SAM icon on your desktop. From the Textbook Series option, select **Shelly Cashman** and from the Textbook Name, select *Microsoft Office 2007 Introductory Concepts Windows XP Version*. From the Chapter Name, select *1. Creating and using a Database* Click the *Select All Tasks* box near the top of the screen or select a specific topic and then click **Launch** at the bottom right-hand corner of the screen). You will need to use your headphones to listen to and watch any or all observations for the Chapter.

3. (10 pts.) In the book on page AC64, complete the *Learn It Online* (LIO) activity in which you go to the www.scsite.com/ac2007/learn. For Chapter 1, select the **short answer** questions and list your answers below.

   1. _____   6. _____
   2. _____   7. _____
   3. _____   8. _____
   4. _____   9. _____
   5. _____   10. _____

4. (30 pts) Complete the **Extend Your Knowledge AC65-66 #1-10**. GO TO MY COMPUTER TO THE PUBLIC DRIVE AND COPY THE CAMDEN SCOTT COLLEGE DATABASE AND PASTE TO.YOUR H:DRIVE TO BE ABLE TO USE THE READ ONLY ACCESS FILE. ACCESS FILES CAN NOT BE SAVED IN ANOTHER DRIVE OR WITH ANOTHER NAME LIKE IN WORD OR EXCEL FILES. BE SURE TO ADD YOUR NAME TO THE REPORT IN A HEADER BEFORE PRINTING AND ATTACH TO THIS SHEET.

5. (30 pts)Complete **In The Lab: Lab #1**.**AC67-68 Instructions #1-7**. Create and save as: **JMS Tech Wizards** followed by your first initial and last name. Print the Billing Summary Report and Salary Report from the Client and Technician tables after adding your name to the reports.

6. (30 pts) Complete **Lab #2 AC68-69 Instructions #1-9.**Create and save as **Hockey Fan Zone** followed by your first initial and last name. Print the Inventory Status Report from the Supplier table. Add your name to the report before printing.

7. **Staple all papers IN ORDER behind this instruction sheet. All work MUST be saved in your H: Drive/Your folder/Access/Chapter 1folder, not a USB flash drive, with the filename and your first initial and last name. (Example: Hockey Fan Zone glott). When changing Document Properties, always use YOU as the author, COMPUTER APPS as the subject, and pick out identifying words as the keywords.**