**COMP1000 - FALL 2018**

**Case Study 1 – Instructions for Steps 1, 2 and 3**

1. Step 1 d) Return to the Word document and click below the second paragraph to position the insertion point for the chart. Go to Home-> Paste -> Click the paste arrow for paste options -> Select *Keep Source Formatting Link Data* option.
2. Step 2 b) Open the *university\_housing.xlsx:* Use the same technique as in the previous problem to link the worksheet (Housing revenu Tab) to the appropriate slide in the presentation, Go to Home-> Paste -> Click the paste arrow for paste options -> Select *Keep Source Formatting Embed data* option. Move and/or size the chart after adding it to the presentation. Refer to Figure 2 as you complete this exercise.
3. Step 2 c) Add the chart (Room and Meal Revenue) to the appropriate slide in the presentation. Go to Home-> Paste -> Click the paste arrow for paste options -> Select *Keep Source Formatting and Link Data* option. Move and/or size the chart after adding it to the presentation. Refer to Figure 2 as you complete this exercise.

**Case Study 1 – Detailed Instructions for Steps 4 & 5**

**Step 4**

* Open the Access file “i.e. university\_housing.accdb” and save as “university\_housing\_solution.accdb”
* Go to the External Data tab 🡪 Import group🡪 Excel 🡪 navigate to the “dorms.xlsx” file
* Check “First Row Contains Column Headings” 🡪 Next
* Select “Choose my own primary key” 🡪 select DormID 🡪 Next
* Finish 🡪 Close
* Double-click on the Dorms table
* For record 3 🡪 change the “Master” field to your instructor’s name and the Email Address field to you instructor’s email address and leave the rest as they are.
* Save your changes.

Step 5

* + Open the Students table
	+ Click on New (blank) record
	+ Use S11223344 as your Student ID, your real Last name, your real First name and gender. You can use any address, city, state, and zip code. MM as your DormID, and MM8888 as your Room and Freshman as your class so that everyone can have the same number of records later (during filter).
	+ Go to the Create tab 🡪 Report Wizard
	+ Select: StudentID, Last, First, Address, City, State, ZipCode, Room
	+ Next
	+ Sort in Ascending order by Last, then First (in dropdown menus)
	+ Next, Next
	+ Rename to “Students” if necessary 🡪 Finish 🡪 Close Report
	+ Before creating the report, you need to create a relationship
	+ Go to the Database Tools tab 🡪 Relationships
	+ Right-click in the “Relationships” window 🡪 Show Table 🡪 Add both tables
	+ Drag the DormID in the Dorms table to DormID in the Students table
	+ Check all 3 checkboxes 🡪 Create
	+ Save and close the Relationships window
	+ Go to the Create tab 🡪 Report Wizard
	+ Select:
		- (from the Students table): First, Last
		- (from the Dorms table): DormName
		- (from the Students table): Room, Class
	+ Next
	+ Grouping: by Class, then DormName
	+ Sort in Ascending order by Last, then First (in dropdown menus)
	+ Next, Next
	+ Rename to “Students by Class and Dorm”
	+ Go to the Create tab 🡪 Query Wizard 🡪 Simple Query Wizard 🡪 Ok
	+ Select (from the Students table): Last, First, Address, City, State, ZipCode, DormID, Room
	+ Rename to “Memorial Students”
	+ Open the query you just created in Design View
	+ Type “MM” in the DormID field
	+ Run the query. You should have 74 records resulting 🡪 save and close
	+ Go to the Create tab 🡪 Query Wizard 🡪 Simple Query 🡪 Ok
	+ Select (from the Students table): Last, First, DormID, Class, Room, RoomBoard
	+ Rename to “Freshman Students”
	+ Open the query you just created in Design View
	+ Type “Freshman” in the Class field
	+ In the Last field: Sort in ascending order (select “Ascending” from the dropdown list in the sort row)
	+ Run the query. You should have 116 records resulting 🡪save and close.
	+ Go to the Create tab 🡪 Report wizard 🡪 From the dropdown list select:
	 Query: Freshman Students
	+ Select all fields 🡪 Next
	+ Sort in Ascending order by Last, then First, then click on Summary Options: check the Sum box 🡪 OK
	+ Next, Next, Rename the report to “Freshman Room and Board”
		- Open the report in Design View: Resize the last 2 fields (sums) located under the RoomBoard field to about the size of the last column (the length of the field needs to be increased so it can display the values correctly)
		- Click in the boxes you just resized under RoomBoard:
			* Click on Property Sheet in the Tools group🡪 Format: Currency
		- Save and close