Mastering Access | Project 2G Students and Scholarships

In the following Mastering Access project, you will assist Thao Nguyen, Director of Academic Scholarships, in using her database to answer questions about scholarships awarded to students. Your results will look similar to Figure 2.52.

Project Files

For Project 2G, you will need the following file:

a02G_Students_Scholarships

You will save your database as:

Lastname_Firstname_2G_Students_Scholarships

Project Results

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1. Start Access. From your student files, open the a02G_Students_Scholarships database. Save the database in your Access Chapter 2 folder as Lastname_Firstname_2G_Students_Scholarships and then enable the content. Rename both tables by adding Lastname Firstname to the beginning of the table name, and then widen the Navigation Pane to display fully the object names.

2. Open the two database tables to become familiar with the data. Close the tables, and then create a one-to-many relationship between the 2G Students table and the 2G Scholarships Awarded table based on the Student ID field, and then Enforce Referential Integrity. One student can have many scholarships. Create the Relationship Report, and create a paper or electronic printout as directed, saving it with the default name. Close all open objects.

3. Open the 2G Scholarships Awarded table, and then Sort the appropriate fields in Ascending order so that the records are sorted by the Major field. Within each Major, the records should be sorted by Scholarship Name. Create a paper or electronic printout, being sure to print the results on one page. Close the table, and do not save changes to the table design. Close the Navigation Pane.

4. Create a query in Query Design view using the 2G Scholarships Awarded table to answer the question, In alphabetical order by Scholarship Name, what is the Amount and Major for scholarships greater than or equal to $500? Display the fields in the order listed in the question. Ten records meet the criteria. Save the query as Lastname Firstname 2G Scholarships $500 or More Query and create a paper or electronic printout as directed. Close Print Preview, and leave the query open.

5. Using the 2G Scholarships $500 or More Query, create a query. Save the Object As Lastname Firstname 2G Scholarships 1st Qtr Query and then redesign the query to answer the question Which scholarships were awarded, in chronological order by Award Date, between 1/1/16 and 3/31/16, for what amount, and what was Student ID of the student? Display the fields in the order listed in the question, display only the fields listed in the question, do not restrict the amount, and sort only by date. Eight records meet the criteria. Create a paper or electronic printout as directed. Close the query, saving changes.

6. Create a query in Query Design view using the 2G Scholarships Awarded table to answer the question, Which scholarships were awarded for either Nursing or CIS majors for amounts of more than $100, listed in descending order by amount? Display the fields in the order listed in the question. Four records meet the criteria. (Hint: If five records display, switch to Design view and combine the majors on one criteria line using OR.) Save the query as Lastname Firstname 2G Nursing or CIS More Than $100 Query and then create a paper or electronic printout as directed. Close the query.

7. Create a query in Query Design view. Use the 2G Students table and a wildcard to answer the question, In alphabetical order by City and in alphabetical order by Last Name, what are the Student ID, City, First Name, and Last Name of students from cities that begin with the letter A? Display the fields in the order listed in the question. Four records meet the criteria. Save the query as Lastname Firstname 2G Cities Query. Create a paper or electronic printout as directed. Close the query.

8. Create a query in Query Design view using the 2G Students table and all of the table’s fields to answer the question For which students is the ZIP Code missing? Three students are missing ZIP Codes. Save the query as Lastname Firstname 2G Missing ZIP Query and then with Normal margins, create a paper or electronic printout as directed. Close the query. Using the information that displays in the query results, an enrollment clerk can use a reference to look up the ZIP codes for the students and then enter the ZIP codes in the student records in the underlying table.

9. For each scholarship, the Board of Trustees of the college will donate an amount equal to 50 percent of each scholarship. Create a query in Query Design view. Use both tables and calculated fields to answer the question, In alphabetical order by scholarship name, and including the first and last name of the scholarship recipient, what will the value of each scholarship be if the Board of Trustees makes a matching 50 percent donation? (Hint: First compute the amount of the donation, naming the new field Donation and then calculate the new scholarship value, naming the new field New Value).

Run the query, switch back to Design view, and as necessary, change the properties of all the numeric fields to display in Currency format with 0 decimal places, and then Run the query. For the Alexandria Historical Society Scholarship, the Donation is $150 and the New Value is $450. Apply Best Fit to the columns in the query results. Save the query as Lastname Firstname 2G Trustee Donation Query and then create a paper or electronic printout as directed, being sure to print the results on one page. Close the query.

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10. Create a new query in Query Design view. Use the 2G Scholarships Awarded table and the Sum aggregate function to answer the question For each major, in descending order by amount, what are the total scholarship amounts? Display the fields in the order listed in the question. Use the Property Sheet to display the sums in the Currency format with 0 decimal places. History majors received $1,850 in scholarships. Apply Best Fit to the columns in the query results. Save the query as Lastname Firstname 2G Total Scholarships by Major Query and then create a paper or electronic printout as directed. Close the query.

11. Create a Crosstab Query using the 2G Scholarships Awarded table. Use the Student ID field as row headings and the Major field as column headings to answer the question For each student or major, what is the total scholarship Amount awarded? Name the query Lastname Firstname 2G Student ID and Major Crosstab Query In Design view, apply 0 decimal places to the appropriate fields. Apply Best Fit to the columns in the query results. Save the query, and then as directed, create a paper or electronic printout in Landscape orientation—the query results will print on two pages. Close the query.

12. Open the Navigation Pane and widen it to display all of the object names. In Backstage view, click Close Database, and then click Exit. As directed by your instructor, submit your database and the ten paper or electronic printouts—relationship report, sorted table, and eight queries—that are the results of this project.

End You have completed Project 2G