

Guided Project 3-2

San Diego Sailing Club wants to create three queries. To ensure consistency, the starting file is provided for you. Use *Design view* to create, edit, add aggregate functions, and add criteria to a query to find the total dollar value of the rentals for each boat in its fleet. After saving and testing the query, create a second query that uses aggregate functions and a parameter. Finally, create a query to find which boat types have been rented.

[Student Learning Outcomes 3.2, 3.3, 3.4, 3.5, 3.6, 3.8]

DO NOT use the files below if you are completing an autograded SIMnet Project. Using the linked files below will prevent you from uploading and submitting your work in SIMnet. The files for all autograded SIMnet Projects **MUST** be downloaded from your class assignment.

File Needed: [SailingDatabase-03.accdb](#)

Completed Project File Name: *[your initials] Access 3-2.accdb*

Skills Covered in This Project

- Create a query using *Design view*.
- Add fields to a query.
- Add criteria to a query.
- Execute a query.
- Save and test a query.
- Save a copy of a query.
- Add a parameter.
- Use aggregate functions.
- Use the *Unique Values* property.

 **Alternate** This image appears when a project instruction has changed to accommodate an update to Microsoft Office 365. If the instruction does not match your version of Office, try using the alternate instruction instead.

1. Open the *SailingDatabase-03.accdb* database file.
2. Save a new copy of your database as *[your initials] Access 3-2*.
3. Enable content in the database.
4. Create a new summary query in *Design view*. The Sailing Club wants to find out the total dollar value of the full-day rentals, by boat, from the boats that have been rented. If a boat has been rented, there is a record in the *SDRentals* table.
 - a. Click the **Query Design** button [Create tab, Queries group] to open the *Show Table* dialog box.
 - b. Select the **SailboatFleet** table and click the **Add** button.
 - c. Select the **SDRentals** table and click the **Add** button.
 - d. Click the **Close** button in the *Show Table* dialog box.
 - e. Increase the size of the table objects to display all of the fields.
 - f. Click the drop-down arrow in the first *Field* row cell of the query design grid and select **SDRentals.FKBoatID**.
 - g. Click the second cell in the *Field* row, click the drop-down arrow, and select **SailboatFleet.BoatType**.
 - h. Click the third cell in the *Field* row, click the drop-down arrow, and select **SailboatFleet.FullDayRentalRate**.
 - i. Click the fourth cell in the *Field* row, click the drop-down arrow, and select **SDRentals.FourHourRental?**.

Access Chapter 3 Quiz

Sheri L. Johnson, Ann M. Kring



Access Chapter 3 Quiz:

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