

INF 293 Computer Programming for Business Applications
Class Work – 6 (Action Queries, Cross Tab Queries and Reports)

1. Open the **Employees** database from the Exploring Access folder as the basis for the following queries and reports:
 - a. Go to the Database window, select the **Employees** table, create a copy of this table with the name **Original Employees** and keep it as back up should you need to return to the original data.
 - b. Create a **Make-Table query** containing the complete records for all employees with poor performance.
 - c. Create a **Delete query** to remove the employees with poor performance from the Employee table.
 - d. Create an **Update query** to award a 10% increase to all employees with a good performance rating. (The Update To row should contain the entry [Salary] *1.1). Be sure to run this query only once.

Solution: The completed Employees table will look like the following table.

EmployeeID	LastName	FirstName	Location	Title	Salary	Gender	Performance
10000	Milgrom	Pamela	Boston	Manager	\$57,500	F	Average
11111	Adams	Jennifer	Atlanta	Trainee	\$19,500	F	Average
20000	Johnson	James	Chicago	Account Rep	\$52,250	M	Good
22222	Coulter	Tracey	Atlanta	Manager	\$110,000	F	Good
30000	Marlin	Billy	Miami	Manager	\$137,500	M	Good
33333	Smith	Mark	Chicago	Account Rep	\$42,500	M	Average
40000	Manin	Ann	Boston	Account Rep	\$49,500	F	Average
44444	Smith	Francine	Atlanta	Account Rep	\$71,500	F	Good
55555	Frank	Vernon	Miami	Account Rep	\$82,500	M	Good
60000	Rubin	Patricia	Boston	Account Rep	\$45,000	F	Average
77777	Marder	Kelly	Chicago	Account Rep	\$38,500	F	Average

- e. Create the **Crosstab query** as shown below that reflects the average statistics (average salaries of employees by location and within location by gender) after all of the action queries have been run.

Location	Gender	Account Rep	Manager	Trainee
Atlanta	F	\$71,500.00	\$110,000.00	\$19,500.00
Boston	F	\$47,250.00	\$57,500.00	
Chicago	F	\$38,500.00		
Chicago	M	\$47,375.00		
Miami	M	\$82,500.00	\$137,500.00	

- f. Create a **report** as shown below to list all employees by location, sorted by last name within location. The report should include total salaries for each location. The report footer should include the grand total for all employees. Be sure to include your name in the report header.

Employees by Location				
Prepared by Gülsün Töreçi				
Location	LastName	FirstName	Title	Salary
<i>Atlanta</i>				
	Adams	Jennifer	Trainee	\$19,500
	Coulter	Tracey	Manager	\$110,000
	Smith	Frank	Account Rep	\$71,500
	<i>Total salaries for Location</i>			<i>\$201,000</i>
<i>Boston</i>				
	Manin	Ann	Account Rep	\$49,500
	Milgrom	Pamela	Manager	\$57,500
	Rubin	Patricia	Account Rep	\$45,000
	<i>Total salaries for Location</i>			<i>\$152,000</i>
<i>Chicago</i>				
	Johnson	James	Account Rep	\$52,250
	Marder	Kelly	Account Rep	\$38,500
	Smith	Mary	Account Rep	\$42,500
	<i>Total salaries for Location</i>			<i>\$133,250</i>
<i>Miami</i>				
	Frank	Vernon	Account Rep	\$82,500
	Martin	Billy	Manager	\$137,500
	<i>Total salaries for Location</i>			<i>\$220,000</i>
	<i>Total Salaries</i>			<i>\$706,250</i>

- g. Create a **report** as shown below to list all employees by title, sorted by last name within title. The report should include average salaries for each title. The report footer should include the average salaries for all employees. Be sure to include your name in the report header.

Employees by Title				
Prepared by Gülsün Töreçi				
Title	LastName	FirstName	Salary	
Account Rep	Frank	Vernon	\$82,500	
	Johnson	James	\$52,250	
	Manin	Ann	\$49,500	
	Marder	Kelly	\$38,500	
	Rubin	Patricia	\$45,000	
	Smith	Frank	\$71,500	
	Smith	Mary	\$42,500	
	<i>Average Salary for Title</i>		<i>\$54,536</i>	
Manager	Coulter	Tracey	\$110,000	
	Martin	Billy	\$137,500	
	Milgrom	Pamela	\$57,500	
		<i>Average Salary for Title</i>		<i>\$101,667</i>
Trainee	Adams	Jennifer	\$19,500	
		<i>Average Salary for Title</i>		<i>\$19,500</i>
	<i>Average Salary for All Employees</i>			<i>\$64,205</i>