

INDEPENDENT CHALLENGE 1

As the owner of MEGA-BYTES, a new computer hardware and software supplier, you want to invite area businesses to an open house. You need to create a database containing the names of potential customers. The database will be maintained to include current, potential, and past customers. (Potential customers are those who have visited the store but have not yet made a purchase.) Once the database table is complete, create a form letter in which you will merge the data stored in the table.

To complete this independent challenge:

- 1 Decide what fields should be included in the database. Write your fields down on paper. Include fields for type of customer (current, potential, or past).
- 2 Save the new database file as MEGABYTE.MDB to the MY_FILES directory on your Student Disk, then create the customer table called CUSTOMERS.
- 3 Create a form to facilitate the entry of your records.
- 4 Print one record to show a sample of the form.
- 5 Add 15 records to your table drawing on businesses in your local area.
- 6 Print out the datasheet for the CUSTOMERS table, showing all 15 records.
- 7 Create a main document in Word using all the fields you feel are necessary; save the main document as PARTY.DOC to the MY_FILES directory on your Student Disk.
- 8 Merge the document PARTY.DOC and the CUSTOMERS table into a new document named OPENHSE.DOC.
- 9 Print the last five merged documents in OPENHSE.DOC, then submit them with the other printed materials.

INDEPENDENT CHALLENGE 2

Your client, the Melodies Music Store, has hired you, a computer consultant, to analyze their product database. They want to see a chart showing how much inventory they have in each music category. They supplied you with an Access database, MUSIC.MDB, that contains all of their products. Using the MUSIC.MDB database on your Student Disk, export the Available titles table, analyze it, then create a chart using Excel.

To complete this independent challenge:

- 1 Open the MUSIC.MDB database in Access. Sort the data in the Available titles table by Category ID.
- 2 Export the Available titles table in the MUSIC.MDB database to an Excel worksheet.
- 3 Save the worksheet as MUSICLST.XLS to the MY_FILES directory on your Student Disk.
- 4 Resize columns and add formatting to make the worksheet more attractive and easy to read.
- 5 Preview and print the worksheet.
- 6 Add a new worksheet to the workbook. Name this new sheet "Charts."
- 7 Using the AutoSum button, determine how many units in each category are in stock.
- 8 Create a column chart and a pie chart of the units in stock.
- 9 Print the charts and the worksheets, then save your work.
- 10 Submit all printed materials from this challenge.