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## ACCESS WORKBENCH EXERCISES

The Wedgewood Pacific Corporation (WPC), founded in 1957 in Seattle, Washington, has grown into an internationally recognized organization. The company is located in two buildings. One building houses the Administration, Accounting, Finance, and Human Resources departments, and the second houses the Production, Marketing, and Information Systems departments. The company database contains data about  
*(Continued)*

**FIGURE 1-32**

**Database Column Characteristics for the EMPLOYEE Table**

<b>EMPLOYEE</b>				
<b>Column Name</b>	<b>type</b>	<b>Key</b>	<b>Required</b>	<b>Remarks</b>
EmployeeNumber	AutoNumber	Primary Key	Yes	Surrogate Key
FirstName	Text (25)	No	Yes	
LastName	Text (25)	No	Yes	
Department	Text (35)	No	Yes	
Phone	Text (12)	No	No	
Email	Text (100)	No	Yes	

employees; departments; projects; assets, such as computer equipment; and other aspects of company operations.

- A. Create a Microsoft Access database named WPC in a Microsoft Access file named WPC.accdb.
- B. Figure 1-32 shows the column characteristics for the WPC EMPLOYEE table. Using the column characteristics, create the EMPLOYEE table in the WPC database.
- C. Figure 1-33 shows the data for the WPC EMPLOYEE table. Using Datasheet view, enter the data for the first three rows of data in the EMPLOYEE table shown in Figure 1-33 into your EMPLOYEE table.

**FIGURE 1-33**

**Wedgewood Pacific Corporation EMPLOYEE Data**

<b>Employee</b>					
<b>Number</b>	<b>FirstName</b>	<b>LastName</b>	<b>Department</b>	<b>Phone</b>	<b>Email</b>
[AutoNumber]	Mary	Jacobs	Administration	360-285-8110	Mary.Jacobs@WPC.com
[AutoNumber]	Rosalie	Jackson	Administration	360-285-8120	Rosalie.Jackson@WPC.com
[AutoNumber]	Richard	Bandalone	Legal	360-285-8210	Richard.Bandalone@WPC.com
[AutoNumber]	Tom	Caruthers	Accounting	360-285-8310	Tom.Caruthers@WPC.com
[AutoNumber]	Heather	Jones	Accounting	360-285-8320	Heather.Jones@WPC.com
[AutoNumber]	Mary	Abernathy	Finance	360-285-8410	Mary.Abernathy@WPC.com
[AutoNumber]	George	Smith	Human Resources	360-285-8510	George.Smith@WPC.com
[AutoNumber]	Tom	Jackson	Production	360-287-8610	Tom.Jackson@WPC.com
[AutoNumber]	George	Jones	Production	360-287-8620	George.Jones@WPC.com
[AutoNumber]	Ken	Numoto	Marketing	360-287-8710	Ken.Numoto@WPC.com
[AutoNumber]	James	Nestor	InfoSystems		James.Nestor@WPC.com
[AutoNumber]	Rick	Brown	InfoSystems	360-287-8820	Rick.Brown@WPC.com

- D. Create a data input form for the EMPLOYEE table and name it WPC Employee Data Form. Make any adjustments necessary to the form so that all data display properly. Use this form to enter the rest of the data in the EMPLOYEE table shown in Figure 1-33 into your EMPLOYEE table.
- E. Create a report named Wedgewood Pacific Corporation Employee Report that presents the data contained in your EMPLOYEE table sorted first by employee last name and second by employee first name. Make any adjustments necessary to the report so that all headings and data display properly. Print a copy of this report.



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