

## DATA IMPORTING AND ADVANCED DATABASE QUERIES

Import the data from the **test.xls** file into your Microsoft access database (use the first row of the spreadsheet for your field names). You may also want to practice on the SS-IMP.xls file. You will also use the Excess1.mdb database in this exercise.

1. Determine how you will handle the records from the spreadsheet that did not successfully import into your database. Write your answer below:

Develop the following queries based upon your new table:

2. Develop a query that includes all fields and the amount of time that elapsed between the receipt and completion of the job. Use a second field to calculate the amount of time that each project took from start to completion. Name the query and save it. Run the query and verify that it is operating correctly.

3. Build a second query with all fields and a calculated field that classifies the completion time into two categories small that is less than seven days and large which is greater than seven days. Name and save the query. Build name and save a report based on this query.

4. Develop a query that selects all records that are amendments (these have the letter "A" and a numeral as the last two bytes of the request field). Name and save this query. Build name and save a report that displays only records that are amendments.

5. Find all of the records in the Excess1 database that have null attributes.

6. Develop an action query that places text or a number in each null field.

7. Develop a query that looks for duplicate records in the Excess1 database.