Northwind Traders, an international gourmet food distributor, is concerned about shipping delays over the last six months. Review the orders over the past six months and identify any order that was not shipped within 30 days. Each customer that falls within that time frame will be called to inquire about any problems the delay may have caused. In addition, an order summary by country will be created.

Database File Setup
Open the food database, use Save As to make a copy of the database, and then use the new database to complete this capstone exercise. You will replace an existing employee's name with your name.

a. Locate and open a03c1food.
b. Click the File tab, click Save Database As, and then type a03c1food_LastNameFirstName.
c. Click Save.
d. Open the Employees table.
e. Replace Rachael Eliza with your name. Close the table.

DaysToShip Query
You need to create a query to calculate the number of days between the date an order was placed and the date the order was shipped for each order. As you create the query, run the query at several intervals so you can verify that the results look correct. The result of your work will be a list of orders that took more than three weeks to ship. The salespeople will be calling each customer to see if there was any problem with their order.

a. Create a query using Query Design. Include the fields CompanyName, ContactName, ContactTitle, Phone, OrderID, LastName, OrderDate, and ShippedDate. Use the Relationships window to determine which tables you need before you begin.
b. Run the query, and then examine the records. Save the query as Shipping Efficiency.
c. Add a calculated field named DaysToShip to calculate the number of days taken to fill each order. (Hint: The expression will include the OrderDate and the ShippedDate; the results will not contain negative numbers.)
d. Run the query, and then examine the results. Does the data in the DaysToShip field look accurate? Save the query.
e. Add criteria to limit the query results to include any order that took more than 30 days to ship.
f. Add the ProductID and Quantity fields to the Shipping Efficiency query. Sort the query by ascending OrderID. When the sales reps contact these customers, these two fields will provide useful information about the orders.
g. Switch to Datasheet view to view the final results. This list will be distributed to the sales reps so they can contact the customers. In Design view, add the Sales Rep caption to the LastName field.
h. Save and close the query.

Order Summary Query
You need to create an Order Summary that will show the total amount of each order in one column and the total discount amount in another column. This query will require four tables: Orders, Order Details, Products, and Customers. Query to determine if employees are following the employee discount policy. You will group the data by employee name, count the orders, show the total dollars, and show the total discount amount. You will then determine which employees are following the company guidelines.

a. Create a query using Query Design and add the four tables above plus the Products table. Add the fields OrderID and OrderDate. Click Totals in the Show/Hide Group; the Total row for both fields should be Group By.
b. In the third column, add a calculated field: ExtendedAmount*Quantity*UnitPrice. Format the calculated field as Currency. This calculation will calculate the total amount for each order. Change the Total row to Sum.
c. In the fourth column, add a calculated field: DiscountAmount: Quantity*UnitPrice*Discount. Format the calculated field as Currency. This will calculate the total discount for each order. Change the Total row to Sum.
d. Run the query. Save the query as Order Summary. Return to Design view.
e. Enter the expression Between 1/1/2012 And 12/31/2012 in the criteria of OrderDate. Change the Total row to Where. This expression will display only orders that were created in 2012.
f. Run the query and view the results. Save the query.
g. Add the Total Dollars caption to the ExtendedAmount field and add the Discount Amt caption to the DiscountAmount field.
h. Run the query. Save and close the query.

Order Summary by Country Query
You need to create one additional query based on the Order Summary query you created in the previous step. This new query will enable you to analyze the orders by country.

a. Select the Order Summary query, and then use Save Object As to create a new query named Order Summary by Country.
b. In Design view of the new query, replace the OrderID field with the Country field.

c. Run the query, and then examine the summary records; there should be 21 countries listed.

d. In Design view, change the sort order so that the country with the highest Total Dollars is first, and the country with the lowest Total Dollars is last.

e. Run the query and verify the results.

f. Save and close the query, and then close the database and exit Access.

g. Submit based on your instructor's directions.