**Hands On 3**

**Exercise 10**

**LastName: Left([Name],InStr([Name],",")-1)**

**FirstName: Right$([Name],Len([Name])- InStr(1,[Name],",")-1)**

**Exercise 12**

**[FName] & "." & [LName] & "@wizardcreations.net"**

**Hands On 4**

**Exercise 2**

**Males: IIf([Gender]="M",1,0)**

**Females: IIf([Gender]="F",1,0)**

**White: IIf([Race]="White",1,0)**

**Black: IIf([Race]="Black",1,0)**

**Not White or Black: IIf([Race]<>"White" And [Race]<>"Black",1,0)**

**Exercise 3**

**Full Name: =[LName] & ", " & [FName]**

**Monthly: [PayRate]/12**

**Bi-Weekly: [PayRate]/26**

**Weekly: [PayRate]/52**

**Hourly: [PayRate]/2080**

**Total Employee Costs: [PayRate]\*1.2**

**Exercise 6**

**Sales Total: DSum("[Sales]","[Invoices]")**

**Sales Total: FormatCurrency(DSum("[Sales]","[Invoices]"),2)**

**Hands On 7**

**Exercise 1. FullName:=[LName]&", "&[FName]**

**Exercise 2. [Forms]![frmSelectEmployee]![Combo0]**

**Exercise 5. Between [Forms]![frmSelectEmployee]![BegDate] And [Forms]![frmSelectEmployee]![EndDate]**

**Hands On 8**

 **Exercise 2. Bonus: [PayRate]\*2080\*[Forms]![frmSalaryBonus]![HBonus]**

 **Bonus: [PayRate]\*[Forms]![frmSalaryBonus]![SBonus]**