CONCEPTSREVIEW

Label each of the elements of the Report Design window shown in Figure 4-34.
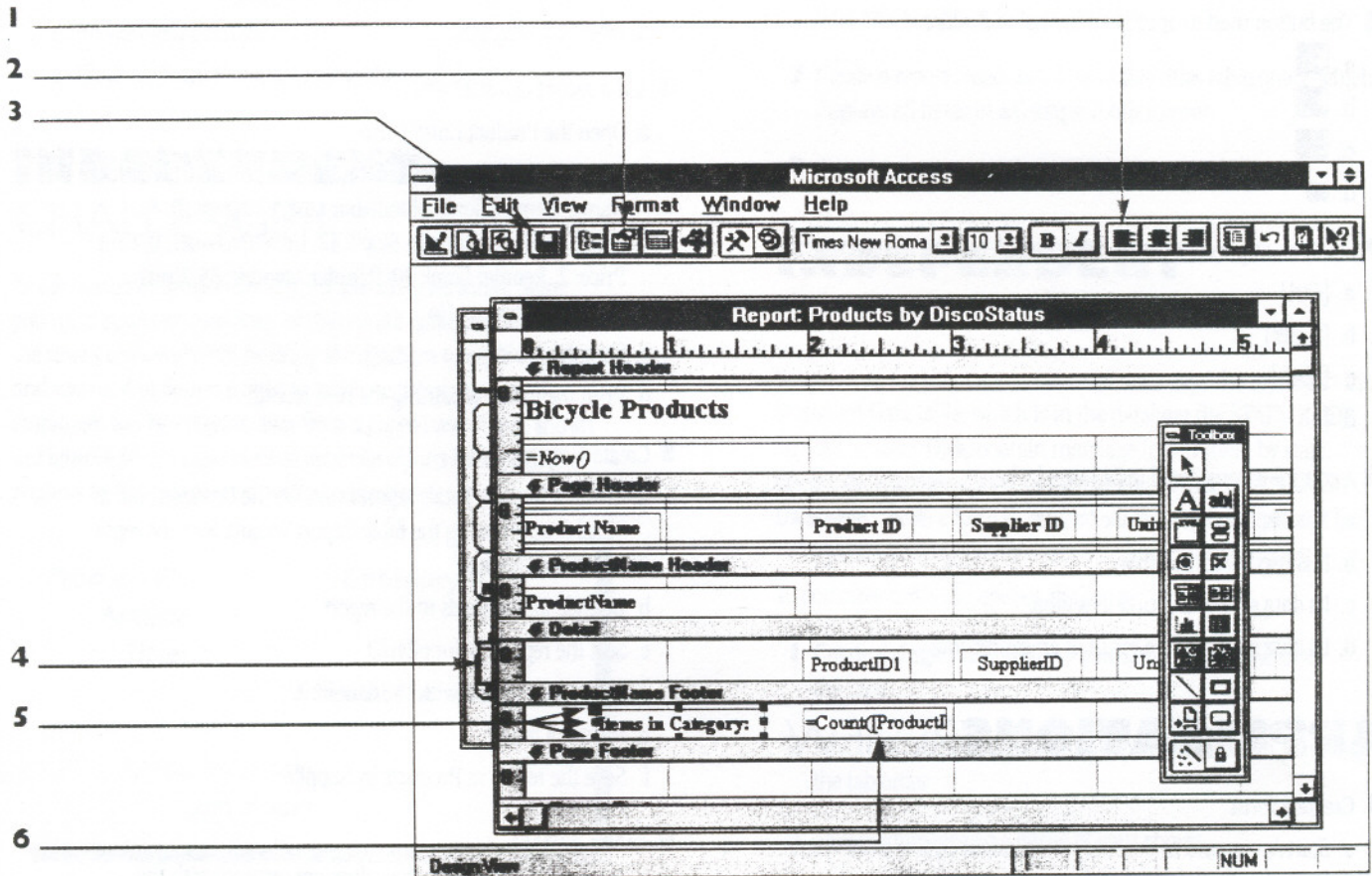

FIGURE 4-34

Match each button to its correct description.

7   a. Print Preview

8   b. Zoom

9   c. Close Window

10   d. Form View

11   e. Properties

12   f. New Report

Select the best answer from the list of choices.

13 Objects in a form or report are called

    a. Properties

    b. Controls

    c. Pieces

    d. Handles

14 The pointer used to resize a control is

    a.

    b. ←→

    c.

    d.

15 Black squares that surround a selected control are called

  a. Queries

  b. Quotes

  c. Handles

  d. Markers

16 The button used to open the Expression Builder is

  a.

  b.

  c.

  d.

17 Select multiple controls by clicking each control while pressing

  a. [Ctrl]

  b. [Enter]

  c. [Shift]

  d. [Alt]

18 A control is considered to be bound when

  a. It is displayed in a form or report

  b. It is used to sort a table

  c. Its data source is found in a table

  d. Its data source is the result of an expression

APPLICATIONSREVIEW

1 Create a form.

  a. Start Access and make sure your Student Disk is in drive A. Open the file PARTS.MDB from your Student Disk.

  b. Create a new form for the Products table.

  c. Use the Form Wizard to create a single-column form.

  d. Include all fields in the form.

  e. Use the Embossed style.

  f. Display the form with data.

2 Modify a form.

  a. Maximize the Form window and change the form's dimensions so that it is at least 6" wide.

  b. Select controls and position them so that all controls are displayed on the screen in an order you feel makes sense.

  c. Modify the tab order so that pressing [Tab] moves sequentially through the fields as you have arranged them.

  d. Save your form as Product Entry Form.

3 Modify controls.

  a. Change the format of the UnitsOnOrder control so that it has one decimal place.

  b. Change the number contained in the UnitsInStock field so that it appears in italics.

  c. View the changes in Form View.

  d. Save your changes.

4 Add a record using a form.

  a. Open the Product Entry Form.

  b. Enter the following new record: Product ID: 70701, Product Name: Nomad Honey Handlebar tape, Category ID: 32, Supplier ID: 10, Units In Stock: 52, Units On Order: 0, Unit Price: 2, Reorder Level: 30, Reorder Amount: 35, Units: Each, DiscoStatus: No.

  c. Save the record.

  d. Print the form containing the new record.

5 Create a report.

  a. Create a Groups/Totals report based on the Products sold as "Each" query using the table Report Wizard. Sort the report by Product Name.

  b. Include all the fields in the report.

  c. Sort the report by SupplierID.

  d. Preview the report with the data in it.

  e. Print the report.

  f. Save the report as Products by Supplier.

6 Modify a report.

  a. Align the fields so that the values are centered with the headings above them.

  b. Delete any calculated summaries you feel detract from the report.

  c. Preview and print the report.

  d. Save your changes.

7 Add an expression to a report.

  a. Create an expression in the Product Name Footer under Product Name that counts the number of items for each supplier.

  b. Add the descriptive label "Items from Supplier:" to the left of the expression.

  c. Preview and print the report.

  d. Save your changes.

8 Create a report from a query.

a. Create a Tabular report using the Report Wizard based on the query Products sold as "Each."

b. Center the controls with their heading controls, where necessary.

c. Save the report using the query name.

d. Preview and print the report.

e. Close the Print Preview window, then exit Access.

INDEPENDENT
CHALLENGE 1

As the Customer Service Manager of the Melodies Music Store, you must continue your work on the music database. Several of the store's employees will be using the database to enter data, and you need to design a form to facilitate this data entry. The employees will be entering data from a paper-based form, shown in Figure 4-35. You also need to generate reports for output requests by management as well as customers.

Product ID: Category ID:
   Artist:
    Title:
                     Serial Number:

  Units in Stock:
    Unit Price:

FIGURE 4-35

To complete this independent challenge:

1 Open the file MELODY.MDB from your Student Disk.

2 Create a single-column form that includes all the fields in the table, then save it as Title Input.

3 The controls should be positioned so that they all fit on the screen. Make sure the tab order reflects any fields that you moved.

4 Use the newly created form to add three new records of your favorite artists.

5 Print the form containing one of the new records.

6 Add an expression that calculates a new field called OnHand that multiplies the UnitsInStock field value by the UnitPrice field value.

7 Create a report based on the Available titles table query, which displays all fields in a Groups/Totals format.

8 Save the report as MUSICTITLES then print the report.

INDEPENDENT
CHALLENGE 2

You work in the U.S. Census Office for your city. The records in the Statistical Data table, which is in the database file STATS-1.MDB on your Student Disk, contain marriage information by state. Each state is assigned a geographical area. Using the Statistical Data table, create a form to facilitate data entry, and create at least two reports showing different groupings of this information.

To complete this independent challenge:

1 Create a single-column form containing all the fields in the table.

2 Modify the form by repositioning the controls, then adjusting the tab order.

3 Save the form using a name of your choice.

4 Preview the form after each of your modifications.

5 Create at least two forms based on information in the table. Save each form using a name of your choice. Try saving each form as a report.

6 Print a sample of each report.

7 Create reports of your choosing based on each of the queries saved in the STATS-1.MDB database file. Each report should show all the fields in each query, and use a format you feel best shows the data.

8 Print the reports.