

Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. The pencil icon appears in the Record Selector after data are saved.
- T F 2. You can use the Undo button  to restore up to 24 deleted records.
- T F 3. When you enter or edit data through a form, you automatically update data in the underlying table.
- T F 4. You can duplicate the data from a field in the previous record to the same field in the next record by pressing the keyboard shortcut **Ctrl**+**D**.
- T F 5. Forms can be designed to show more than one record per screen.
- T F 6. You can add records in a table, through a query, or through a form.
- T F 7. Reports are designed to view data on paper.
- T F 8. Only one image can be attached to each table.

Short Answer Questions

Write the correct answer in the space provided.

1. From which command group can you delete a record?

2. In a table, where is a new record added?

3. What is the keyboard shortcut to delete a record in a table or form?

4. What Office feature automatically capitalizes days of the week?

5. After copying text to the clipboard, what keyboard shortcut can be used to paste the text to a new location?

6. In addition to the number of items held, how is the Office Clipboard different from the Windows Clipboard?

7. What keystrokes are used to insert the current date into a field?

8. Which command is carried out by pressing **Ctrl**+**Z**?

Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. In addition to images, you can attach various types of files to a record. However, you cannot attach certain files such as those used by the operating system. Think about standardized file extensions and identify file extensions that cannot be used for an attachment.
2. When you delete a record from a table, it cannot be restored. Discuss different businesses in which you should never completely delete or remove records.

Skills Review

Exercise 2-20

Add and edit records in a table. Use Office Edit tools.



REVIEW

If you have the file *[your initials]-CC02* from the lesson, you can skip to Step 2.

1. Copy and rename a database by following these steps:
 - a. Open the folder **Lesson 02**.
 - b. Right-click the file **CC02** and, from the shortcut menu, choose **Copy**.
 - c. Right-click an unused part of the folder and, from the shortcut menu, choose **Paste**.
 - d. Right-click the new file and, from the shortcut menu, choose **Rename**. Rename the file to *[your initials]-CC02*.
 - e. Right-click *[your initials]-CC02* and, from the shortcut menu, choose **Properties**. Make certain that the **Read-only** attribute check box is not checked. Click **OK**.
2. Edit a record by following these steps:
 - a. From the command tab **Home**, in the lower-right corner of the command group **Clipboard**, click the dialog box launcher to open the **Clipboard** pane.
 - b. In the Navigation Pane, expand the **Tables** group and double-click **tblJobCodes**.

- c. Locate the record for **Job Code** “MF06” and click in the **Job Title** field at the end of the word “Inspector.”
 - d. Press **Delete** once to delete the “/”.
 - e. Press **Shift**+**End** to select the word “packer.”
 - f. Press **Ctrl**+**X** to cut the selected text.
3. Add a new record by following these steps:
 - a. Click the New Record navigation button .
 - b. Key **MF07** and press **Tab**.
 - c. In the **Clipboard** pane, click “packer.”
 - d. Press **Home** and **Delete**. Key **P**.
 - e. Press **End** and key **-[your last name]**.
 4. Print/Save a datasheet by following these steps:
 - a. Click the **Office Button** . Hover your mouse pointer over the more options arrow for the **Print** option and click the Print Preview command .
 - b. Depending on your classroom procedures, either:
 - Click the Print command  to print the datasheet, or
 - Click the XPS command  to save the datasheet.
 5. Close an object by following these steps:
 - a. Right-click the **tblJobCodes** tab. From the short-cut menu, select **Close**.
 - b. In the Navigation Pane, collapse the **Tables** group.



REVIEW

Check with your instructor on how he or she wants your homework delivered.

Exercise 2-21

Edit data in a query. Add a record.

1. The database *[your initials]-CC02* is required to complete this exercise.
 - a. Double-click the database *[your initials]-CC02*.
 - b. In the Message bar, press **Options**. In the dialog box, click **Enable this content** and click **OK**.
2. Edit text by following these steps:
 - a. In the Navigation Pane, expand the **Queries** group and double-click **qryPensionContact**.
 - b. In the second record (Hopcorp Industries), double-click the last name (McLimans) in the **Contact Name** field.
 - c. Key **Pwoer**.
 - d. In the last record (Ajendro Economy), click in the **Phone Number** field.
 - e. Press **End** and **Backspace** twice to delete the last two digits in the phone number.
 - f. Key **23**.

NOTE

AutoCorrect has changed “Pwoer” to “Power.”

3. Add a new record by following these steps:
 - a. Right-click any Record Selector that is blank.
 - b. From the shortcut menu, select **New Record**.
 - c. Key the following to add another record:

Company Name: **Global Growth**
Contact Name: *Key [your full name]*
Phone Number: **(555) 214-7514**

4. Print/Save a datasheet by following these steps:

- a. Click the Office Button . Hover your mouse pointer over the more options arrow for the **Print** option and click the Print Preview command .
- b. Depending on your classroom procedures, either:
 - Click the Print command  to print the datasheet, or
 - Click the XPS command  to publish the datasheet.

5. Close an object by following these steps:

- a. Right-click the **qryPensionContact** tab. From the shortcut menu, select **Close**.
- b. In the Navigation Pane, collapse the **Queries** group.



TIP

Data entry goes much faster if you press **Tab** between fields.

Exercise 2-22

Add and delete records through a form.

1. The database *[your initials]-CC02* is required to complete this exercise.
 - a. Double-click the database *[your initials]-CC02*.
 - b. In the message bar, press **Options**. In the dialog box, click **Enable this content** and click **OK**.
2. Add records by following these steps:
 - a. In the Navigation Pane, expand the **Forms** group and double-click **frmServiceRequest**.
 - b. Key the following to add two new records:

Asset ID: **CP303**
Service Date: *Press [Ctrl]+[;]*
Employee ID: **8**
Description: **Htis copier is placing a long black line down the center of every page.**

Estimated Cost: **150**
Asset ID: **LP201**
Service Date: *Press [Ctrl]+[;]*
Employee ID: **30**
Description: **Paper jams – Key [your full name]**
Estimated Cost: **50**

3. Delete a record by following these steps:
 - a. In the Navigation Pane, expand the **Forms** group and double-click **frmServiceHistory**.
 - b. Click on the Record Selector for the **Service ID** “002.”
 - c. From the command tab **Home**, in the command group **Records**, click the Delete command .
 - d. Click **Yes** to verify the deletion.
 - e. In the Navigation Pane, collapse the **Forms** group.
4. Open a table in Datasheet View by following these steps:
 - a. In the Navigation Pane, expand the **Tables** group and double-click **tblServiceRecords**.
 - b. Click and drag the bottom of the Record Selector for the first record and double the height of the row.
 - c. Resize the field **Description** until all data can be seen.
5. Print/Save a datasheet by following these steps:
 - a. Click the Office Button . Hover your mouse pointer over the More Options arrow for the **Print** option and click the Print Preview command .
 - b. From the command tab **Print Preview**, in the command group **Page Layout**, click the Landscape command .
 - c. Depending on your classroom procedures, either:
 - Click the Print command  to print the datasheet, or
 - Click the XPS command  to publish the datasheet.
6. Close an object by following these steps:
 - a. Right-click the **tblServiceRecords** tab. From the short-cut menu, select **Close All**. Save all changes.
 - b. In the Navigation Pane, collapse the **Tables** group.



Exercise 2-23

Attach a file through a form. Preview and Print/Save a report.

1. The database *[your initials]-CC02* is required to complete this exercise.
 - a. Double-click the database *[your initials]-CC02*.
 - b. In the message bar, press **Options**. In the dialog box, click **Enable this content** and click **OK**.
2. Attach a file by following these steps:
 - a. In the Navigation Pane, expand the **Forms** group and double-click **frmCarriers**.
 - b. In the record for **Carrier ID** “C200,” double-click the **Rates** field.
 - c. In the **Attachment** dialog box, click **Add**.

- d. In the folder **Lesson 02**, double-click the file **FPS Rates.txt**.
 - e. Click **OK**.
 - f. In the Navigation Pane, collapse the **Forms** group.
3. Edit a record by following these steps:
- a. In the record for **Carrier ID** “C300,” click the **Name** field and press **End**.
 - b. Key *–[your last name]*.
4. Print/Save a report by following these steps:
- a. In the Navigation Pane, expand the **Reports** group and double-click **rptCarriers**.
 - b. Click the Office Button . Hover your mouse pointer over the more options arrow for the **Print** option and click the Print Preview command .
 - c. Depending on your classroom procedures, either:
 - Click the Print command  to print the datasheet, or
 - Click the XPS command  to publish the datasheet.
5. Close an object by following these steps:
- a. Right-click the **rptCarriers** tab. From the short-cut menu, select **Close**.
 - b. In the Navigation Pane, collapse the **Reports** group.



Lesson Applications

Exercise 2-24

Add records through a form.

1. Open *[your initials]-CC02* and enable all content.
2. In the form **frmEmpContInfo**, add the following new employees:

Employee ID: 40
Last Name: Crowell
First Name: Dennis
Address: 9404 Trinity Trace Lane
City: Monroe
State: NC
Postal Code: 28112
Home Phone: (704) 555-6332
Employee ID: 41
Last Name: Key *[your last name]*
First Name: Key *[your first name]*
Address: 806 West Euclid St.
City: Mooresville
State: NC
Postal Code: 28115
Home Phone: (704) 555-8254

3. Open the table **tblEmployees**. Hide all columns that were not used in **frmEmpContInfo**.
4. In the table, resize each field so that all data can be seen.
5. Change the **Page Layout** to Landscape  with **Wide Margins**.
6. Print/Save the datasheet.
7. Close the form and the table.



Exercise 2-25

Edit and delete records through a query.

1. Open *[your initials]-CC02* and enable all content.
2. Open **qryDesignTeam** in datasheet view.
3. Delete **Employee ID** “9” (Luis Gutierrez.)

4. Hide the fields **SSN**, **Job Code**, **Address**, **City**, and **State**.
5. Widen the field **Postal Code** to display the column heading.
6. Add the +4 postal code numbers in the field **Postal Code** for each record listed in Figure 2-17.

Figure 2-17

Employee ID	Last Name	First Name	Postal Code
3	Chung	Sora	28202- 3024
4	Stone	Jeanette	28210- 2202
10	Thomas	Louise	28205- 1051
14	Rodriguez	Felix	28202- 1114
20	Floria	Maria	28214- 1133
34	Voisine	Rebecca	28202- 1321
37	White	Heidi	28211- 1044
39	Boca-Larson	Janet	28210- 9712

7. In the first record, change the fields **First Name** and **Last Name** to your name.
8. Change the **Page Layout** to Portrait . Resize fields so that all data can be seen on one page.
9. Print/Save the datasheet.
10. Close the query.



Exercise 2-26

Edit records in a table. Use Office Edit tools.

1. Open *[your initials]-CC02* and enable all content.
2. Open **tblLeaveDays** in datasheet view.
3. Use the Office Clipboard and navigation commands to find the records to be changed.
4. In the field **Leave Category**, change all occurrences of “Vacation” to **Annual**.
5. In the field **Leave Category**, change all occurrences of “Sick” to **Sick Leave**.
6. In the first record, replace the **Leave Category** data with your full name.
7. Print/Save the datasheet.
8. Close the table.



Exercise 2-27 ♦ Challenge Yourself

Attach an image in a table. Print/Save a report.

1. Open *[your initials]-CC02* and enable all content.
2. Open **tblAssets**.
3. Use the Internet to locate and save an image of a copier.
4. For the **Assets ID** “CP303,” attach the image you found on the Internet.
5. Change the name of the asset to your full name.
6. Print/Save the report **rptAssets**.
7. Close the table and exit the database.



TIP

Try to find an image that is less than 100kb in size. This will keep your database from getting too large.



On Your Own

In these exercises, you work on your own, as you would in a real-life work environment. Use the skills you’ve learned to accomplish the task—and be creative.

Exercise 2-28

Search the Web for companies that would sell products of interest to members of the club you formed in Lesson 1. If you are unable to locate any companies, search the Web for companies selling clothing that appeals to you. Write down at least five URLs (Web page addresses). Continue to the next exercise.

Exercise 2-29

On each of the five Web sites, determine what information the company asks a person when that person places an order or requests a catalog. On the same sheet of paper where you wrote down the five URLs, organize and write a bulleted list of customer information collected by the companies (for example: first name, e-mail). Continue to the next exercise.

Exercise 2-30

On a second sheet of paper, create a new field list by combining the list you created in Exercise 1-28 (in Lesson 1) with the list you created in Exercise 2-28. On a third sheet of paper, organize the items from your new list to sketch a form layout. Submit your work for Exercises 2-28 through 2-30 to your instructor.