## 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 Field List pane appears in Design View.

T  F   2. Use the Text Box button to add a calculated control to a report.

T  F   3. Conditional formatting depends on criteria that you enter in the dialog box.

T  F   4. Padding is the space between each section of a report.

T  F   5. A Report Header prints at the top of every page.

T  F   6. You cannot change the name of a control.

T  F   7. An asterisk can be used in an aggregate function such as a count.

T  F   8. Conditional formatting can be used to call attention to specific data in a report.

### Short Answer Questions

**Write the correct answer in the space provided.**

1. What section of a report displays the data from each record?

   _____

2. When adding a field to a report in Layout View, what displays to allow you to select fields?

   _____

3. What is the quickest way to create a grouped report?

   _____

4. What is the name of the dialog box you use to select fields, common expressions, or arithmetic operators?

   _____

5. What does the expression =Now() do?

   _____

6. What tool should you use to add a calculated control to a report?

   _____

7. Which line property changes the width of the line?

   _____

8. What button on the toolbar copies the font and colors from one control to another?

   _____

## 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. You used the Line tool in this lesson to add a design element to a report. What other tools might add good design ideas for a printed report?

2. In this lesson, you learned how to change the size, position, and color of labels and text boxes using the Property Sheet. What are the advantages of using the Property Sheet instead of the mouse and toolbars?

## Skills Review

### Exercise 8-19

**Create a label report. Modify the controls.**

1. Open a database by following these steps:
   a. Locate and open the **Lesson 08** folder.
   b. Make a copy of **CC08**, and rename it *[your initials]*-**CC08**.
   c. Open and enable content for *[your initials]*-**CC08**.

2. Create a label report by following these steps:
   a. In the Navigation pane, select the table **qryCustomerContact**.
   b. From the **Create** tab, in the **Reports** group, click the Labels command 🔲.
   c. In the **Label Wizard** dialog box, in the **Filter by manufacturer** section, choose **Avery**.
   d. In the **Unit of Measure** section, choose **English**, and in the **Label Type** section, choose **Sheet Feed**.
   e. In the top list box, choose the **Product number** "5385." Click **Next**.
   f. Set the **Font name** to **Times New Roman**, the **Font size** to **16**, the **Font weight** to **Bold**, and the **Text color** to black. Click **Next**.
   g. In the **Available fields** section, double-click **CompanyName**.
   h. Press [Enter] twice.
   i. In the **Available fields** section, double-click **ContactName**.
   j. Press [Enter].
   k. In the **Available fields** section, double-click **PhoneNum**.
   l. Click **Next**.
   m. In the **Available fields** section, double-click **CompanyName** and click **Next**.

   n.  Name the report **08-19-**_[your initials]_.

   o.  Click **Finish**. In the warning dialog box, click **OK**.

   p.  Close the Print Preview to switch to Design View.

3.  Modify controls by following these steps:

   a.  Click the **CompanyName** text box.

   b.  From the **Design** tab, in the **Font** group, click the Center command ≣.

   c.  From the **Design** tab, in the **Font** group, click the **Font** command's drop-down arrow and choose **Arial Black**.

   d.  From the **Arrange** tab, in the **Size** group, click the To Fit command XY.

   e.  Move the **CompanyName** text box up until its bottom edge meets the top edge of the blank text box.

   f.  From the Quick Access toolbar, click the Save button 💾.

   g.  Print/Save the first page of the report.

   h.  Right-click the form's document tab and choose **Close**.

## Exercise 8-20

**Create and modify a report. Modify sections and controls.**

1.  Create a report by following these steps:

   a.  Open and enable content for _[your initials]_-**CC08**.

   b.  In the Navigation Pane, select **qryEmployeeDates**.

   c.  From the **Create** tab, in the **Reports** group, click the Report command 📊.

   d.  From the Quick Access toolbar, click the Save button 💾. Key **08-20-**_[your initials]_.

2.  Modify the control layout by following these steps:

   a.  With **08-20-**_[your initials]_ open, select the **Hire Date** control and press ⌜Delete⌟.

   b.  Select the **EndDate** control and press ⌜Delete⌟.

   c.  Select the **SSN** control label, and click the Layout Selector command ⊞.

   d.  From the **Arrange** tab, in the **Control Layout** group, click the Stacked command 🗔.

   e.  Click the **Date of Birth** control.

   f.  From the **Arrange** tab, in the **Control Layout** group, click the Stacked command 🗔.

   g.  Drag the **Date of Birth** control to the open area to the right.

   h.  While pressing ⌜Shift⌟, click the **SSN** control.

   i.  From the **Arrange** tab, in the **Control Alignment** group, click the Top command ⫪.

3. Modify a report section by following these steps:

   a. Switch to Design View.

   b. Drag the top of the **Page Footer** section until the **Detail** section is 1 inch tall.

   c. Select the control in the **Report Footer** section, and press ⌑Delete⌑.

   d. Drag the bottom of the **Report Footer** section up until no more white area is visible. You have closed the section.

   e. In the **Report Header** section, select both the **Date** and the **Time** control. Drag the right edge to the 7-inch mark on the horizontal ruler.

   f. In the **Detail** section, if needed, drag the right edge of the **BirthDate** control to the 7-inch mark on the horizontal ruler.

   g. Resize the report to 7 inches wide.

4. Edit report labels by following these steps:

   a. In the **Report Header** section, edit the label to read **Employee Ages**. Switch to Design View.

   b. From the **Design** tab, in the **Controls** group, click the Label command 〔Aa〕.

   c. Click in the far left of the **Page Footer** section, and key **Prepared by:** *[your full name]*.

5. Add a line control to a report by following these steps:

   a. From the **Design** tab, in the **Controls** group, click the Line command 〔＼〕. Click in the lower left corner of the **Detail** section and drag it to the 7-inch mark on the horizontal ruler.

   b. From the **Design** tab, in the **Tools** group, click the Property Sheet command 〔〕.

   c. On the **Format** tab, click the **Height** property and, if necessary, change this property to **0**.

   d. Close the Property Sheet.

6. Add a new control to a report by following these steps:

   a. Switch to Design View.

   b. From the **Design** tab, in the **Controls** group, click the Text Box command 〔ab〕.

   c. Click under the **Date of Birth** control.

   d. Add the new unbound control by dragging the new control up to the **Date of Birth** control until you see the insertion bar below the **Date of Birth** control.

   e. Edit the new control's label to **Age**.

7. Add an expression to a control by following these steps:

   a. Double-click the new control's text box. In the Property Sheet, on the **Data** tab, click in the **Control Source** property. Click the Ellipses button 〔…〕.

   b. In the **Expression Builder**, in the left panel, double-click the folder **Functions** and then click **Built-In Functions**.

   c. In the middle panel, click **Date/Time**. From the right panel, double-click **DateDiff**.

d. In the expression box, click **<<Interval>>** and key **"yyyy"**.

e. In the expression box, click **<<date1>>**.

f. In the left panel, click **08-20-[your initials]**. In the middle panel, click **<Field List>**, and in the right panel, double-click **BirthDate**.

g. In the expression box, click **<<date2>>** and key **now()**.

h. In the expression box, click **<<firstweekday>>** and press [Delete].

i. In the expression box, click **<<firstweek>>** and press [Delete].

j. Delete the last two commas. Click **OK**.

k. Print/Save the last page of the report.

l. Close and save the report.

## Exercise 8-21

**Create a report using the Report Wizard. Add and modify sections and controls.**

1. Create a report with the Report Wizard by following these steps:

   a. Open and enable content for *[your initials]*-**CC08**.

   b. In the Navigation Pane, select **qryEmployeeDates**.

   c. From the **Create** tab, in the **Reports** group, click the Report Wizard command.

   d. Add the following field names to the **Selected Fields**:

      **SSN**
      **EmployeeID**
      **HireDate**

   e. Click **Next**. Click the Remove One button < to remove the **EmployeeID** grouping. Click **Next**.

   f. Click the drop-down arrow for the first sort level. Choose **HireDate** and click **Next**.

   g. For the **Layout**, choose **Tabular**. For the **Orientation**, choose **Portrait**. Click **Next**.

   h. For the style, choose **Apex**. Click **Next**.

   i. Key **08-21-[your initials]** as the title of the report.

   j. Select the option to preview the report. Click **Finish**.

   k. Close Print Preview.

**NOTE**

The **Hire Date** field is leftmost in the report because it is the sort field.

2. Add a group to a report by following these steps:

   a. From the **Design** tab, in the **Grouping & Totals** group, click the Group & Sort command.

   b. In the **Group, Sort, and Total** pane, click the **Add a group** button and choose **HireDate**. The section **HireDate Header** has been added.

   c. Right-click the text box **HireDate**. From the menu, choose **Layout** and click **Move up a Section**.

d. In the **Group, Sort, and Total** pane, click the **Group on HireDate** level, and click **More**.

e. In the **by quarter** option, click the drop-down arrow and choose **year**.

f. At the far right of the level, click the Promote button ➤ to move the Grouping above the Sort level.

g. In the **HireDate Header** section, click the **HireDate** text box.

h. From the **Design** tab, in the **Tools** group, click the Property Sheet command 📋.

i. On the **Format** tab, click the **Format** property and key **yyyy**.

j. Click the **Hire Date** label. In the Property Sheet, click the **Caption** property and key **Year**.

3. Add a field to a report by following these steps:

a. From the **Design** tab, in the **Tools** group, click the Add Existing Fields command ▦.

b. In the **Field List**, drag **HireDate** to the left side of the **SSN** text box in the **Detail** section.

4. Format the controls by following these steps:

a. Click the **Year** label.

b. From the **Design** tab, in the **Font** group, click the Center command ▤.

c. From the **Design** tab, in the **Font** group, double-click the Format Painter command 🖌.

d. Click each of the labels in the **Page Header** section. Press [Esc] to turn off the **Format Painter**.

e. Click the **HireDate** text box in the **HireDate Header** section.

f. From the **Design** tab, in the **Font** group, click the Center command ▤.

g. From the **Design** tab, in the **Font** group, double-click the Format Painter command 🖌.

h. Click the **SSN** and **EmployeeID** text boxes. Press [Esc] to turn off the **Format Painter**.

i. Save the report and preview it.

j. Print/Save the first page of the report. Close the report.

## Exercise 8-22

**Create a report using the Report Wizard. Add and modify sections and controls.**

1. Create a report with the Report Wizard by following these steps:

a. Open and enable content for *[your initials]*-**CC08.**

b. From the **Create** tab, in the **Reports** group, click the Report Wizard command 🔍.

c. For each table, add the following field names to the **Selected Fields:**

| | |
|---|---|
| **tblProductLines** | **ProductLine** |
| **tblStuffedAnimals** | **ProductName** |
| | **UnitPrice** |
| **tblKitAssembly** | **SKU** |
| | **QTY** |

d. Click **Next**. View the data **by tblProductLines**. Click **Next**.

e. Double-click **ProductName** to add a group. Click **Next**.

f. Click the drop-down arrow for the first sort level. Choose **SKU** and click **Next**.

g. For the **Layout**, choose **Stepped**. For the **Orientation**, choose **Portrait**. Click **Next**.

h. For the style, choose **Solstice**. Click **Next**.

i. Key **08-22-***[your initials]* as the title for the report.

j. Select the option to **Preview the report**. Click **Finish**.

k. Close Print Preview.

2. Modify controls by following these steps:

a. Click anywhere in the **Report Header** to deselect the other controls.

b. In the **ProductID Header**, right-click the **UnitPrice** text box. From the menu, choose **Layout** and then **Move Up a Section**.

c. From the **Design** tab, in the **Grouping & Totals** group, click the Group & Sort command ▦.

d. In the **Group, Sort, and Total** pane, click **Group on ProductID**. On the far right of this level, click the Delete button ⊠ to delete the grouping.

e. Switch to Layout View.

f. From the **Page Setup** tab, in the **Page Layout** group, select the **Margins** arrow and select the Normal command ▦.

g. Rename the **Name of Product Group** label to **Product Group**.

h. Resize the **Product Group** column to just fit its label.

i. Resize the **Unit Price** column to just fit its label.

j. Resize the **Qty** column to just fit its label.

k. Resize the **SKU** column to just fit all data.

l. Save and switch to Design View.

3. Set group options and print/save by following these steps:

a. In the **Group, Sort, and Total** pane, click **Group on ProductGroup** and click **More**.

b. Click the drop-down arrow for **do not keep together on one page** and choose **keep whole group together on one page**.

c. Save the report and preview it.

d. Print/Save the first page of the report. Close the report.

## Lesson Applications

### Exercise 8-23

**Create a simple report. Add groups to a report. Apply Conditional Formatting**

1. Open and enable content for *[your initials]*-**CC08**.

2. Create a simple report based on the **qryLastOrder**.

3. Save the report as **08-23-***[your initials]*.

4. Resize the columns so that all data can be seen.

5. Add a grouping for **RegionName** sorted in descending order.

6. Modify the title label to **Customer's Last Order Report**.

7. Delete the **Time** control in the **Report Header** section, and replace it with a label with the caption **Prepared by:** *[your full name]*.

8. Use the **Format Painter** to copy the format from the new label in the **Report Header** section to the **Date** control.

9. Add **Conditional Formatting** for the **Last Order Date** text box in the **Detail** section. If the date is in the year 2006, use the format **Bold** with a purple **Font Color**.

10. Delete the page control in the **Page Footer** section, and close the section.

11. Make sure that all data and text can be seen.

12. Print/Save the report. Close the report.

### Exercise 8-24

**Create a multicolumn report. Size controls. Add a label.**

1. Open and enable content for *[your initials]*-**CC08**, create a simple report for **qryEmployeePhone**.

2. Delete the **Employee ID** control.

3. Resize the three controls in the **Detail** section so that the right edge of the **HomePhone** control is at the 3½-inch mark.

4. Save the report as **08-24-***[your initials]*.

5. Apply the AutoFormat **Civic** to the report.

6. Select the three labels in the **Page Header** section and make a copy. Place the copied labels to the right of the originals, starting at the 4-inch mark.

7. Change the report to use **2** columns that are **3.5** inches wide, with a column spacing of **.45**. The columns should run down and then across. The report must fit one page.

8. Select the three controls in the **Detail** section. Change their **Top Margin** property to **.1** and their **Height** property to **.30**.

9. Delete the page number control. Add a label with the caption **Prepared by:** *[your full name]*.

10. Edit the label in the **Report Header** section to **Employee Phone List**.

11. Use the **Group & Sort** command to add a sort by **Last Name** and then by **First Name**.

12. Print/Save the report. Close the report.

## Exercise 8-25

**Create a group report based on a query. Modify controls and sections.**

1. Open and enable content for *[your initials]*-**CC08**.

2. Use the Report Wizard to create a report for **qryAnimalsByVender**.

3. Use all fields. Group by **ProductName** and **VenderName**. Use the summary options to add the **Sum** function for **LCost**. Use a stepped layout and portrait orientation. Use the **Urban** style. Name the report **08-25-***[your initials]*.

4. Change the title label to **Kit Costs by Vender**.

5. Resize each column so all data can be seen.

6. Delete the "Summary" controls in the **VenderName Footer** and **ProductName Footer** sections.

7. Delete the controls in the **Report Footer** section.

8. Move the text box in the **VenderName Footer** to the right of the text box in the **VenderName Header** section.

9. Delete the label in the **VenderName Footer** section, and close this section.

10. Move the text box in the **ProductName Footer** to the left to place it under the **LCost** controls in the other sections.

11. In the **ProductName Footer** move the "Sum" label to the left until it is next to its text box.

12. Draw a straight line (2 pt) above the "Sum" label and text box.

13. Format the labels in the **Page Header** section to font size **14**. Change **LCost** to **Cost** add spaces where needed in the other labels.

14. Use the **Hide Details** command.

15. Add a label to right side of the **Report Header** with the caption **Prepared by:** *[your full name]*.

16. Print/Save the first page of the report. Save and close report.

## Exercise 8-26 ◆ Challenge Yourself

**Create a report using the Report Wizard. Add and modify controls. Sort and group records in a report. Add a calculated control for a group. Add a line.**

1. Open and enable content for *[your initials]*-**CC08**.

2. Create a report using the Report Wizard.

3. From **tblJobCodes**, select **JobTitle**. From **tblEmployees**, select **LastName** and **FirstName**. From **tblLeaveDays**, select **LeaveCategory** and **LeaveDate**.

4. You want to view the data by **tblJobCode**.

5. Add a group level for **LastName** and **LeaveCategory**. Choose the style **Access 2007**.

6. Save the report as **08-26-***[your initials]*.

7. Resize each control so all data can be seen. Double the width of the **Job Title** text box to better fit the data.

8. Move the **FirstName** text box up to the **LastName Header** group.

9. Change the **EmployeeID** group's option to show the footer section, and hide the header section.

10. Add a sort by **JobTitle**. Move **Sort by JobTitle** above **Group on JobCode**.

**TIP**

To move a Sort or Group up the list just click the Promote button ⬆.

11. Add a text box to the **LeaveCategory Header** section. Drag the new text box until it has joined the control layout on the right side of the **LeaveCategory** control.

12. Set the unbound text box's **Control Source** property to =**Count(*)** and set its label **Caption** property to **Occurrences**. Resize the control to fit the label.

13. Center the content of this text box.

14. In the **EmployeeID Footer** section, add a straight horizontal line starting at 1.5 inches and ending at 5 inches. Move the line to the top of the section. Resize the section to leave just enough room for the line.

15. Edit the title label to **Employee Leave Breakdown**.

16. Add spaces where needed in the **Page Header** labels.

17. Add a label in the far right of the **Report Header** section and key **Prepared by:** *[your full name]*.

18. Print/Save the first page of the report. Save and close the report.

19. Compact the database and close it.

# 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 8-27

Review the design of the database that you modified in Exercise 7-31. On a sheet of paper, sketch three reports that will enhance the usability of this database. On each sketched report, describe who would use the report, the reason that the information in the report is valuable, and the frequency with which the report will be printed. Name each report and give it a title that best describes the purpose for the report. Write your name and Exercise 8-27 on each sketch. Continue to Exercise 8-28.

## Exercise 8-28

On the basis of the sketches you created in Exercise 8-27, create three reports. Select the style and layout most appropriate for each report. Arrange the controls as necessary. In the Page Footer, include your name and Exercise 8-28. In the Report Header, include the title of the report. Print a copy of each report. Continue to Exercise 8-29.

## Exercise 8-29

Create a group for your report. Depending on your design, you may need to add a field to a table and enter appropriate data. Select the name, title, style, and layout most appropriate for the report. Arrange the controls as necessary. In the Page Footer, include your name and Exercise 8-29. Test your report in Print Preview. You may need to sort the records for the grouping to work appropriately. Print the report. Submit the copies of the sketches and reports that you printed in Exercises 8-27 through 8-29 to your instructor. Keep a copy of the database you modified in this exercise. You will use it for the On Your Own exercises in subsequent lessons.