HANDS-ON-EXERCISE: WORK IT OUT AC-3B-E3

In this exercise the Access user will create labels that are used as name tags by members of the football team at a meet-and-greet for influential alumni. The name tags will be based on the Football Team table. They are customized and formatted. Then you will work with database objects and finally the Access user will compact and repair the database. The final name tag label report is shown in Figure AC-3B-1.

1. Locate and open the exercise data file **ac03b-ex03.accdb**.

2. Use the Labels button to create a name tag labels report based on the Football Team table. Use the C2160 Product Number by Avery. Leave the font items as they appear. The fields on the mailing label report will be:

   First Name Last Name

   Position, Class

   Sort the labels by Last Name

   Name the Labels Report Squad Members

   Customize the Report labels so they appear as shown in Figure AC-3B-1, below.

FIGURE AC-3B-1 Work It Out AC-3B-E3

3. Rename the Football Team table Football Squad

4. Make a copy of the Football Squad table

5. Delete the Copy of the Football Squad table

6. Compact and repair the **ac03b-ex03** database

7. Save and close the workbook file.