

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

In this exercise you are working as an intern in the school athletic office. You will use an Access database to create simple data entry forms and work in a couple of views to modify, align, and size Form Controls. The second portion of the exercise will create and print a simple report and work in Design View to modify, align, and size Report Controls.

- 1 Locate and open the exercise data file **ac03a-ex3.accdb**.
- 2 Open the Football Team Table and create a form using the Forms Wizard to add players to the table. The form should be columnar, and be titled New Players.
- 3 Add a record with the following information:
ID: (Leave blank: the ID will be automatically added)
Student ID: **626**
Last Name: **Thomas**
First Name: **Alonzo**
Height (ft.): **6**
Height (in.): **3**
Weight (lb.): **225**
Position: **Linebacker**
Class: **Junior**
Scholarship Amount: **\$4,450.00**
- 4 Work in either Design or Form Layout View to resize the Form Controls and add both a theme and a background color to the form.
- 5 Change the font on the labels to bold.
The form should appear as shown below:

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

| | |
|--------------------|------------|
| ID | 1 |
| Student ID | 626 |
| Last Name | Thomas |
| First Name | Alonzo |
| Height (ft) | 6 |
| Height (in) | 3 |
| Weight (lb) | 225 |
| Position | Linebacker |
| Class | Junior |
| Scholarship Amount | \$4,450.00 |

Record: 1 of 49 No Filter Search

- 6 Create a report using the Reports Wizard. The report is to be based on the Football Team table and include the following fields:
 - Last Name
 - First Name
 - Position
 - Class
- 7 Sort the report on Position, First Name, Last Name, and Class, and make it a tabular report.
- 8 Change the name of the report to Football Roster.
- 9 Bold the items in the Page Header and respace them as shown in the sample report below.
Use Print Preview to set the printing parameters as your instructor requires and print the report as required.

FIGURE AC-3A-2 Work It Out AC-3A-E3: completed

| Football Roster | | | |
|-----------------|------------|-------------|-----------|
| Position | First Name | Last Name | Class |
| Back | Andrew | Martin | Sophomore |
| Back | Ben | Byruch | Junior |
| Back | Brandon | Johns | Freshman |
| Back | Evan | Stairker | Senior |
| Back | Frank | Ellensworth | Sophomore |
| Back | Jason | Baxter | Sophomore |
| Back | Jeff | Sirkin | Freshman |
| Back | Joe | Leva | Senior |
| Back | Kerel | Campbell | Sophomore |
| Back | Michael | Pluta | Senior |
| Back | Ron | Yum | Sophomore |
| Back | Taj | Morris | Senior |
| Back | Tyree | Drakeford | Junior |
| Center | Betty | Plumb | Sophomore |

- 10 Save and close the database file.