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 the data is 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 **Datasheet View**, what is the keyboard shortcut to move to the first record?

_____

7.   What happens when you click the **Quick Print** button 🖨?

_____

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, certain files, such as those used by the operating system, cannot be attached. Think about standard file extensions and create a list of file extensions that cannot be used as attachments.

2.   Access database files cannot exceed 2 gigabytes in size. Each time you add an image to a database, you increase the size of the database. Discuss what kind of restrictions a company should impose on the use of images in a database to avoid exceeding the maximum file size.

Skills Review

Exercise 2-20

Now that you are familiar with changing data within a table, you have been asked to update data in the bulb category table.

1.   Locate and copy a database by following these steps:
   a. Locate and open the **Lesson 02** folder.
   b. If you already have a copy of *[your initials]*-**EcoMed-02**, skip to step 2.
   c. Right-click the file **EcoMed-02** and from the shortcut menu, choose **Copy**.
   d. Right-click an unused part of the folder. From the shortcut menu, choose **Paste**.
   e. Right-click the new file and from the shortcut menu, choose **Rename**. Rename the file *[your initials]*-**EcoMed-02**.
   f. Right-click *[your initials]*-**EcoMed-02** and from the shortcut menu, choose **Properties**. Make certain that the **Read-only** attribute check box is not checked. Click **OK**.

2.   Open a database by following these steps:
   a. Double-click *[your initials]*-**EcoMed-02**.
   b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.

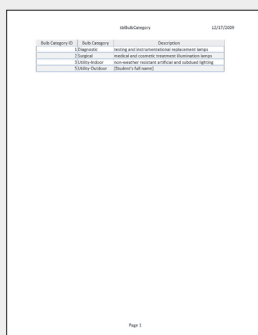3. Edit a record by following these steps:

a. In the **Navigation Pane**, expand the **Tables** group and double-click **tblBulbCategory**.

b. Click anywhere in the **Bulb Category** field for the third record.

c. Press [Home] to move to beginning of the field.

d. Key **Utility-**.

e. Press [Shift]+[Enter] to save the record.

4. Add a new record by following these steps:

a. Click the **New Record** button �'▶ navigation button.

b. Press [Tab].

c. Press [Ctrl]+['] to copy the text from the field above.

d. Place the insertion point to the right of the dash (-).

e. Press [Ctrl]+[Delete] to delete all text to the right of the insertion point.

f. Key **Outdoor**.

g. Press [Tab] and key *[your full name]*.

h. Click the command tab **Home**. In the command group **Records**, click **Save** 🖫.

Assessment

DB

- Close an object by following these steps:

a. Right-click the document tab **tblBulbCategory**. From the shortcut menu, select **Close** 🗙.

b. In the **Navigation Pane**, collapse the **Tables** group.

- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-

PDF

- Save a datasheet by following these steps:

a. Click the **File** tab. From the **Print** option, choose **Print Preview** 🔍.

b. In the **Data** command group, click the **PDF or XPS** button 🖻 to save the printout as a file.

c. Save the file with the following settings:

• In the dialog box's **Navigation Pane**, select the location where you want to store your class work.

• **Save as type** as PDF.

• **File name** as *[your initials]***-02-20-A**.

• **Open file after publishing** should be checked.

d. Close the **Export–PDF** window.

e. Depending on your class procedures, print or turn in the PDF file.

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↔   **REVIEW**

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

- Close an object by following these steps:

    a. Right-click the document tab **tblBulbCategory**. From the shortcut menu, select **Close** ⬛.

    b. In the **Navigation Pane**, collapse the **Tables** group.

Exercise 2-21

Sometimes it is more efficient to use a query to locate the specific records that you need to modify. You now will use a query to edit and add records. Although you will be using qryInvShape-Twin, the record source is the inventory table.

1. The database *[your initials]*-**EcoMed-02** is required to complete this exercise.

    a. If needed, double-click the database *[your initials]*-**EcoMed-02**.

    b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.

2. Edit text by following these steps:

    a. In the **Navigation Pane**, expand the **Queries** group and double-click **qryInvShape-Twin**.

    b. 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.

    c. Click in the **Model Number** field for the second record and press F2 to select all the content in the field.

    d. Press Ctrl + C to copy the selected data.

    e. Press F2 and then End. Key **-13w**.

    f. Press the ↓. From the **Clipboard** pane, click the option arrow for the copied text "C2U" and select **Paste** ⬛.

    g. Key **-14w**.

    h. Press Ctrl + S to save the record.

3. Add a new record by following these steps:

    a. From the command tab **Home**, in the command group **Records**, click **New** ⬛.

    b. Key the following to add a new record:

InvID:	*Press* Tab
Model Number:	*Key [your full name]*
Wattage:	18
Bulb Life:	*Press* Ctrl + '
Light Output:	980
Color Temp:	*Press* Ctrl + '
Cost:	68.50
Bulb Shape:	*Press* Ctrl + '

    c. From the Quick Access toolbar, click Save 💾.

TIP

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

Assessment

- Close an object by following these steps:
    a. Right-click the document tab **qryInvShape-Twin**. From the shortcut menu, select **Close** .
    b. In the **Navigation Pane**, collapse the **Queries** group.
    c. Close the **Clipboard** pane.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

- Save a datasheet by following these steps:
    a. Click the command tab **File**. From the **Print** option, choose **Print Preview** .
    b. From the command tab **Print Preview**, in the command group **Page Layout**, click **Landscape** .
    c. From the command tab **Print Preview**, in the command group **Page Size**, click **Margins** and choose **Normal**.
    d. In the **Data** command group, click **PDF or XPS** to save the printout as a file.
    e. Save the file with the following settings:
        • In the dialog box's **Navigation Pane**, select the location where you want to store your class work.
        • **Save as type** as PDF.
        • **File name** as *[your initials]*-**02-21-A**.
        • **Open file after publishing** should be checked.
    f. Close the **Export–PDF** window and **Clipboard** pane.
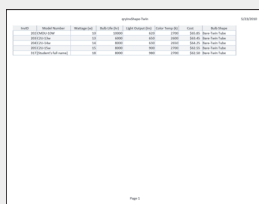   g. Depending on your class procedures, print or turn in the PDF file.
- Close an object by following these steps:
    a. Right-click the document tab **qryInvShape-Twin**. From the shortcut menu, select **Close** .
    b. In the **Navigation Pane**, collapse the **Queries** group.
    c. Close the **Clipboard** pane.

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Exercise 2-22

As an intern in the IT department, you can modify data either directly in the table or through a query. However, most employees of EcoMed can only use forms. You now will use the inventory form to edit and add records.

1. The database *[your initials]*-**EcoMed-02** is required to complete this exercise.
    a. If needed, open the database *[your initials]*-**EcoMed-02**.
    b. If the Message Bar's **Security Warning** appears, click **Enable Content**.

2. Add records by following these steps:

   a. In the **Navigation Pane**, expand the **Forms** group and double-click **frmInventory**.

   b. From the command tab **Home**, in the command group **Records**, click **New** ⬚.

   c. Key the following fields into a new record (skip fields that are not listed):

Inventory ID:	*Press* `Tab`
Model Number:	C2U-20-*[your full name]*
Bulb Shape:	Bare-Twin Tube
Wattage:	20
Bulb Life:	8000
Light Output:	1050
Color Temp:	2700
3 Way?:	False
Cost:	72.50

   d. Right-click the document tab **frmInventory**. From the shortcut menu, select **Close** ⬚.

3. Delete a record by following these steps:

   a. In the **Navigation Pane**, double-click **frmInvShape-Twin**.

   b. The first record in the form is for **Inventory ID** 202. Click anywhere in this record.

   c. Press `Ctrl`+`-` to delete the current record.

   d. Click **Yes** to verify the deletion.

   e. Right-click the document tab **frmInvShape-Twin**. From the shortcut menu, select **Close** ⬚.

   f. In the **Navigation Pane**, collapse the **Forms** group.

4. Open a query in **Datasheet View** by following these steps:

   a. In the **Navigation Pane**, expand the **Queries** group and double-click **qryInvShape-Twin**.

   b. Click and drag the bottom of the Record Selector for the first record and double the height of the row.

   c. Resize the each field until all data can be seen.

   d. Press `Ctrl`+`S` to save the changes.

Assessment

- Close an object by following these steps:

   a. Right-click the **qryInvShape-Twin** tab. From the shortcut menu, select **Close All**.

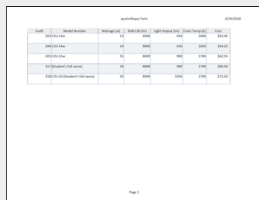   b. In the **Navigation Pane**, collapse the **Queries** group.

- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

- Save a datasheet by following these steps:

   a. Click the **File** tab. From the **Print** option, choose **Print Preview** 🔍.

   b. From the command tab **Print Preview**, in the command group **Page Layout**, click **Landscape** 🖺.

   c. From the command tab **Print Preview**, in the command group **Page Size**, click **Margins** and choose **Normal**.

   d. In the **Data** command group, click **PDF or XPS** 🖺 to save the printout as a file.

   e. Save the file with the following settings:

     • In the dialog box's **Navigation Pane**, select the location where you want to store your class work.

     • **Save as type** as PDF.

     • **File name** as *[your initials]*-**02-22-A**.

     • **Open file after publishing** should be checked.

   f. Close the **Export–PDF** window.

   g. Depending on your class procedures, print or turn in the PDF file.

- Close an object by following these steps:

   a. Right-click the **qryInvShape-Twin** tab. From the shortcut menu, select **Close All**.

   b. In the **Navigation Pane**, collapse the **Print** group.

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NOTE

Check to see if all 8 fields fit on one page. If not, you should either repeat step 4 or change the margins so that the printout is only one page.

Exercise 2-23

You now are being asked to attach an image of a light bulb to a specific record. You will use frmBulbsByShape to attach and view the image. You will then print rptBulbShapes to verify your work.

1.   The database *[your initials]*-**EcoMed-02** is required to complete this exercise.

   a. If needed, open the database *[your initials]*-**EcoMed-02**.

   b. If the Message Bar's **Security Warning** appears, click **Enable Content**.

2.　Attach a file by following these steps:

　　a. In the **Navigation Pane**, expand the **Forms** group and double-click **frmBulbsByShape**.

　　b. The first record has a picture in an attachment control.

　　c. Press `PageDown` until you find the record for Bare-Triple Tube.

　　d. Double-click the attachment control. In the **Attachment** dialog box, click **Add**.

　　e. In the folder **Lesson 02**, double-click the file **Triple-tube.gif**.

　　f.　Click **OK**.

　　g. Close the form and collapse the **Forms** group.

Assessment

- See new image in a report by following these steps:

　a. Double-click the report **rptBulbShapes**.

　b. Verify that the new image is visible in the report.

　c. Right-click the **rptBulbShapes** tab. From the shortcut menu, select **Close**.

　d. In the **Navigation Pane**, collapse the **Reports** group.

- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

- Save a report by following these steps:

　a. Double-click the report **rptBulbShapes**.

　b. Right-click the document tab for **rptBulbShapes**. From the shortcut menu, select **Print Preview**.

　c. In the **Data** command group, click **PDF or XPS** to save the printout as a file.

　d. Save the file with the following settings:

　　• In the dialog box's **Navigation Pane**, select the location where you want to store your class work.

　　• **Save as type** as PDF.

　　• **File name** as *[your initials]*-**02-23-A**.

　　• **Open file after publishing** should be checked.

　e. Close the **Export–PDF** window.

　f.　Depending on your class procedures, print or turn in the PDF file.

- Close an object by following these steps:

　a. Right-click the **rptBulbShapes** tab. From the shortcut menu, select **Close**.

　b. In the **Navigation Pane**, collapse the **Reports** group.
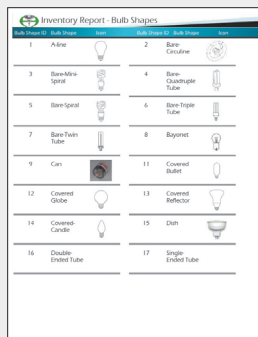
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Lesson Applications

Exercise 2-24

Using a form, you now will add a new record. You will verify your work by printing the Datasheet View of query. To see the complete records, you will need to print the datasheet in landscape orientation.

1. Using the database *[your initials]*-EcoMed-02, make sure that all content is enabled.

2. In the form **frmFacContacts-R4**, add the following new facility:

Facilities ID:	*Press* Tab
Facility Name:	*Key [your school's name]*
Contact First Name:	*Key [your first name]*
Last Name:	*Key [your last name]*
Phone Number:	**(555) 444-1234**

3. Open the query **qryFacContacts-R4**. Resize each field so that all data can be seen.

4. Change the query's **Page Layout** to **Landscape** 🖺 with **Wide Margins**.

Assessment

- Close the form and query.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

- Save the query's **Datasheet View** as a PDF file named *[your initials]*-02-24-A.
- According to your class procedures, print or turn in the PDF file.
- Close the form and query.

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Exercise 2-25

The sales representative for region five has identified several records in the facilities table that are incomplete or incorrect. You now need to use the qryFacContacts-R5 to modify the appropriate records.

1. Using the database *[your initials]*-EcoMed-02, make sure that all content is enabled.

2. Open **qryFacContacts-R5** in **Datasheet View**.

3. Delete the facility Clarian Arnett Hospital (**Facility ID** 50).

4. Hide the field **Phone Number**.

5. Using the data in Figure 2-17, modify each record to include all the changes indicated in red.

Figure 2-17

Facilities ID	Facility Name	First Name	Last Name
19	Grant Medical Center	**Jeanette**	**Stone**
80	Beaumont Hospital, **Grosse Pointe**	Sonja	**Chung**
81	Beaumont Hospital, **Troy**	Louise	Thomas
114	Mount Sinai Hospital	Cheryl	**Rodriguez**

6. In the first record, change the fields **First Name** and **Last Name** to your name.

7. Resize fields so that all data can be seen on one page.

8. Set the **Page Layout** to **Portrait** 🗎 and the margin to normal.

Assessment

- Save and close the query.

- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

- Save as a PDF file named *[your initials]*-**02-25-A**.

- According to your class procedures, print or turn in the PDF file.

- Save and close the query.

Exercise 2-26

You have been asked to print the report that displays the mailing addresses for the facilities. Before you can print the report, you will need to correct errors in the source recordset.

1. Using the database *[your initials]*-**EcoMed-02**, make sure that all content is enabled.

2. Open **qryFacMail-FL** in **Datasheet View**.

3. Use the Office Clipboard and navigation commands to find the records to be changed.

4. In the field **Address**, change all occurrences of "Street" to **St.** .

5. In the field **Address**, change all occurrences of "Avenue" to **Ave.** .

6. In the first record, replace the **Address** data with your full name.

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7. Open the **rptFacMail-FL** in **Print Preview View** and set the **Page Layout** to **Landscape** 📄.

Assessment

DB

- Close the query and report.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

PDF

- Save as a PDF file named *[your initials]*-**02-26-A**.
- According to your class procedures, print or turn in the PDF file.
- Close the query and report.

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Exercise 2-27 ◆ Challenge Yourself

You now are being asked to use just a table to attach an image of a light bulb to a specific record. You will then print rptBulbUsage to verify your work.

1. Using the database *[your initials]*-**EcoMed-02**, make sure that all content is enabled.

2. Open **tblBulbUsage**.

3. Use the Internet to locate and save an image of a decorative light bulb.

4. For the **Usage ID** 2, attach the image you found on the Internet.

5. Add the **Hanging Pendant.jpg** image found in the **Lesson 02** folder to the **Usage ID** 5's record.

6. In the record for **Usage ID** 4, add your last name after the word "Fan."

7. Open **rptBulbUsage** in **Print Preview View** and set the **Page Layout** to **Portrait** 📄.

TIP

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

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Assessment

DB

- Close the table and report. Exit the database.
- Turn in your database only when all assigned exercises have been completed, according to your classroom procedure.

-OR-

PDF

- Save as a PDF file named *[your initials]*-**02-27-A**.
- According to your class procedures, print or turn in the PDF file.
- Close the table and report. Exit the database.

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 (e.g., 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.