

## 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 Search tool is case sensitive and treats uppercase and lowercase text differently.
- T F 2. Press **Ctrl+H** to open the **Find and Replace** dialog box with a focus on the **Replace** tab.
- T F 3. The asterisk (\*) is a wildcard that represents one or more characters.
- T F 4. The aggregate function average calculates values for columns containing text, numeric, currency, and date/time data.
- T F 5. When applied, a filter hides all matching records.
- T F 6. When the insertion point is in a field with no characters selected, Filter By Selection assumes the whole field is selected.
- T F 7. The options available for the calendar filter will vary depending on the date selected and the current date.
- T F 8. The documentable properties of a query are the same as those of a table.

### Short Answer Questions

Write the correct answer in the space provided.

- 1. What shortcut keys open the **Find and Replace** dialog box with focus on the **Find** tab?

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- 2. When using the Search tool, if a recordset contains more than one match, which match will be found?

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- 3. What is a group of characters used to represent one or more alphabetical or numerical characters called?

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- 4. In **Filter By Form**, what is the name of the first tab?

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- 5. When using **Filter By Form** in a form, how will the template appear?

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## UNIT 1 Understanding Access Databases

6. What action automatically triggers recalculations of the aggregate functions located in the **Totals** row?  

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7. What Find and Replace option finds records in which an entire field matches the value in the Find What text box?  

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8. What is a rule or test placed upon a field?  

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### 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 by month and by year, Access can filter data by quarters. Why do many businesses display financial information by calendar quarters?
2. Businesses and schools often sort information for specific needs. In addition to sorting information by student names, how might your school sort student information?

## Skills Review

### Exercise 3-18


**EcoMed will be sending out new billing procedures to all vendors. Before creating the mailer, you have been directed to correct mailing addresses. You will need to hide several columns in the datasheet view of the table to create a printout to verify the changes.**

1. Locate and copy a database by following these steps:
  - a. Locate and open the **Lesson 03** folder.
  - b. If you already have a copy of *[your initials]-EcoMed-02*, skip to step 2.
  - c. Right-click the file **EcoMed-03** and from the shortcut menu, choose **Copy**.
  - d. Right-click an unused part of the folder and from the shortcut menu, choose **Paste**.

- e. Right-click the new file and from the shortcut menu, choose **Rename**. Rename the file to *[your initials]-EcoMed-03*.
  - f. Right-click *[your initials]-EcoMed-03* 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-03*.
    - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
  3. Replace data by following these steps:
    - a. In the **Navigation Pane**, open the table **tblVender** in **Datasheet View**.
    - b. Press **Ctrl+H** to open the **Find and Replace** dialog box.
    - c. In the **Find What** control, key **street**.
    - d. In the **Replace With** control, key **St.**
    - e. Click the drop-down arrow for the **Look In** control and choose **Current document**.
    - f. Click the drop-down arrow for the **Match** control and choose **Any Part of Field**.
    - g. Click the drop-down arrow for the **Search** control and choose **All**.
    - h. Click **Replace All** and click **Yes** to the message box.
    - i. Click **Cancel** to close the dialog box.
    - j. Click in the first record's **ContactName** field. Replace the current name with your full name.
  4. Hide columns in a **Datasheet View** by following these steps:
    - a. Click and drag over the column headers for **PhoneNum** and **FAX**.
    - b. Right-click the column headers and choose **Hide Fields** from the menu.




## Assessment




- Close an object by following these steps:
  - a. Right-click the **tblVender** tab. From the shortcut menu select **Close** .
  - b. Click **Yes** when asked to save the changes.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-









- Save a datasheet in landscape orientation by following these steps:
  - a. Click the **File** tab and from the **Print** option, click **Print Preview** .
  - b. From the **Print Preview** tab, in the **Page Layout** group, click **Landscape**  to save the printout as a file.
  - c. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS**  to save the printout as a file.

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1 Page

- 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]-03-18-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.
- g. Right-click the **tblVender** tab. From the shortcut menu, select **Close** .
- h. Click **Yes** when asked to save the changes.


### Exercise 3-19

Many times before sending out a mailer, EcoMed sorts the addresses by state or city. You will be modifying the report for facilities in Florida to sort all records by the city in which the facility is located.

1. The database *[your initials]-EcoMed-03* is required to complete this exercise.
  - a. Double-click the database *[your initials]-EcoMed-03*.
  - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
2. Sort data by following these steps:
  - a. In the **Navigation Pane**, open the report **rptFacMail-FL**.
  - b. From the **Home** tab, in the **Views** group, click **Layout** .
  - c. From the **Page Setup** tab, in the **Page Layout** group, click **Landscape** .
  - d. Right-click the column headers for **City** and choose **Sort A to Z** .
3. Change the print settings for a report by following these steps:
  - a. From the **Home** tab, in the **Views** group, click **Print Preview** .
  - b. In the **Page Layout** group, click **Margins**  option arrow and choose **Narrow**.
  - c. In the **Zoom** group, click **Two Pages** . The report should fit on one page.

### Assessment



- Close an object by following these steps:
  - a. Right-click the **rptFacMail-FL** tab. From the shortcut menu, select **Close** .
  - b. Click **Yes** to save the changes.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



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- Save a report in landscape orientation by following these steps:
  - a. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS** to save the printout as a file.
  - b. 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]-03-19-A*.
    - **Open file after publishing** should be checked.
  - c. Close the **Export – PDF** window.
  - d. Depending on your class procedures print or turn in the PDF file.
- Close an object by following these steps:
  - a. Right-click the **rptFacMail-FL** tab. From the shortcut menu select **Close** .
  - b. Click **Yes** to save the changes.

## Exercise 3-20

The sales department would like to know the number of beds for each facility in Florida. Modify **qryFacBeds-FL** to calculate the total beds.

1. The database *[your initials]-EcoMed-03* is required to complete this exercise.
  - a. Double-click the database *[your initials]-EcoMed-03*.
  - b. If the Message Bar's **Security Warning** appears, click the **Enable Content** button.
2. Add a Totals row by following these steps:
  - a. In the **Navigation Pane**, open the query **qryFacBeds-FL** in **Datasheet View**.
  - b. From the **Home** tab, in the **Records** group, click **Totals** .
  - c. In the **Totals** row, click the drop-down arrow in the **Beds** field.
  - d. Choose **Average** from the list.

## Assessment



- Close an object by following these steps:
  - a. Right-click the **qryFacBeds-FL** tab. From the shortcut menu select **Close** .
  - b. Click **Yes** to save the changes.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



## Assessment




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




-OR-

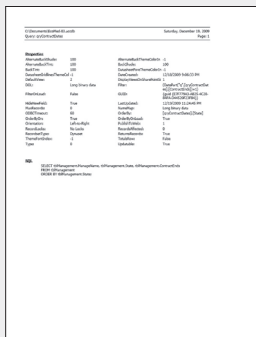


- Create a Database Documenter reports by following these steps:

- From the **Database Tools** tab, in the **Analyze** group, choose **Database Documenter** .
- In the **Documenter** dialog box, on the **Queries** tab, click the check box for **qryContractDates**.
- Click **Options** to open the **Print Query Definition** dialog box.
- For the **Include for Query** section, check **Properties** and **SQL**.
- For the **Include for Fields** section, select **Nothing**.
- For the **Include for Indexes** section, select **Nothing**.
- Click **OK** to close the **Print Table Definition** dialog box.
- Click **OK** to create the document report.

- Save a Database Documenter report by following these steps:

- Click the **File** tab. From the **Print** option, choose **Print Preview** .
- From the **Print Preview** tab, in the **Data** group, click **PDF or XPS**  to save the printout as a file.
- 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]-03-21-A**.
  - Open file after publishing** should be checked.
- Close the **Export – PDF** window.
- Depending on your class procedures, print or turn in the PDF file.
- From the **Print Preview** tab, in the **Close Preview** group, click **Close Print Preview** .



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## Lesson Applications

### Exercise 3-22

You have been directed to modify records in the inventory table. Use the replace command to change the records. Then apply an appropriate filter to only the fields that you need to display to verify your work.

- Using the database *[your initials]-EcoMed-03*, make sure that all content is enabled.
- Open the form **tblInventory** in **Datasheet View**.
- Find all the occurrences of “Other” in the **Bulb Category** field and replace them with **Outdoor**.
- Filter the datasheet to only show records that have **Bulb Category** “Outdoor” and the **Bulb Shape** “A-line.”
- Hide the fields **Vender** through **Image**.
- Widen each column so that all data can be seen.
- Sort the table in ascending order by **InvID**.
- Add a Totals row that will **Count** the **Model Number** field.

### Assessment



- Close the table and save the changes.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

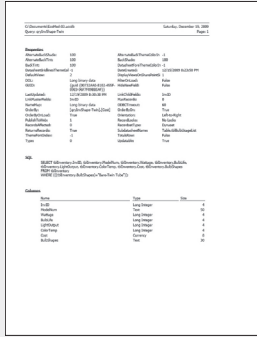
-OR-



- Save the table **tblInventory** as a PDF file named *[your initials]-03-22-A*.
- According to your class procedures, print or turn in the PDF file.
- Close the table and save the changes.

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3. Sort the **Cost** field in ascending order.
4. Close the query and save the changes.
5. Create a **Database Documenter** report for **qryInvShape-Twin** using the following settings:
  - Include for Query: **Properties** and **SQL**
  - Include for Fields: **Names, Data Types, and Size**
  - Include for Indexes: **Nothing**
6. Save the **Documenter** report as a PDF file named **[your initials]-03-23-A**.
7. Close the **Export – PDF** window and the query.

## Assessment

- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.
- Depending on your class procedures, print or turn in the PDF file.

-OR-



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

## Exercise 3-24

**The table that stores the information regarding the corporate management for each client has address errors. You have been directed to modify the data and print the datasheet view of the table in landscape orientation.**

1. Using the database **[your initials]-EcoMed-03**, make sure that all content is enabled.
2. Open the table **tblManagement** in **Datasheet View**.
3. Clear all filters and/or sorts.
4. Filter the datasheet to only show companies who have the area code “212.”
5. Find all the occurrences of “Street” and replace the text with **St.**
6. Hide all fields except **Management Company**, **Address**, and **Phone Number**.
7. Sort the table in descending order by **Management Company**.
8. Add your full name to the end of the first **Management Company**.
9. Widen each column so that all data can be seen.
10. Set the **Page Layout** to **Landscape**.

Assessment



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

-OR-



- Save the table's **Datasheet View** as a PDF file named *[your initials]-03-24-A*.  
 - According to your class procedures, print or turn in the PDF file.  
 - Close the **Export – PDF** window. Close the table while saving the changes.

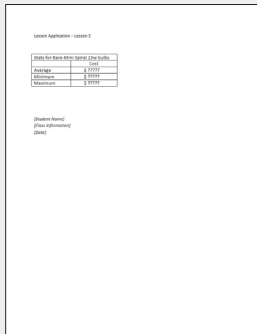


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Exercise 3-25 ♦ Challenge Yourself

You have been asked to calculate statistical values for some inventory items. You are directed to use a query to determine average, maximum, and minimum values for the inventory costs. You will need to record the values in a Word document.

- Using the database *[your initials]-EcoMed-03*, make sure that all content is enabled.
- Open the query **qryInvShort**.
- Create a Word document called *[your initials]-03-25-A* and record the answers to the following questions.
- Filter the query to only show records that have a **Bulb Shape** of Bare-Mini-Spiral and are 13 watt.
- Record the average, maximum, and minimum **Cost** for these bulbs.
- Include your name, class information, and date.
- Save the Word file *[your initials]-03-25-A*.



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Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.  
 - Depending on your class procedures, print or turn in the Word file.

-OR-



- Depending on your class procedures, print or turn in the Word file.

## 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 3-26

Review the Web sites you located in Exercises 2-28 and 2-29. Of companies that sell products of interest to members of the organization you formed, determine which companies allow products to be sorted or displayed by different conditions. On a sheet of paper, write down the fields that can be sorted or selected. Continue to the next exercise.

### Exercise 3-27

For one of the Web sites, print three lists of products sorted or filtered by various methods. Write a brief description of the sort or filter being applied on each of the three printouts. Continue to the next exercise.

### Exercise 3-28

Refer to the form you created in Exercise 2-30. Write down the fields that can be used to sort or filter the information displayed on the form. Sketch two new forms based on your sorting and filtering parameters. Submit your work for Exercises 3-26 through 3-28 to your instructor.