

## 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 Size/Space controls are only found in **Design View**.
- T F 2. By default, the **Page Footer** contains a text box that displays the current date.
- T F 3. Use the Text Box button to add a calculated control to a report.
- T F 4. Conditional formatting depends on criteria that you enter in a formatting rule dialog box.
- T F 5. The Bar color control can be applied to both numeric and text values.
- T F 6. A **Report Header** prints at the top of every page.
- T F 7. Common expressions include calculations such as `=[HourlyRate]+[Bonus]`.
- T F 8. You add a new section to a report when you group records.

### Short Answer Questions

Write the correct answer in the space provided.

1. What section of a report displays the data from the records?  
\_\_\_\_\_
2. When adding a field to a report in **Layout View**, what displays 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 control should you use to add a calculated control to a report?  
\_\_\_\_\_

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

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8. What command copies the font and colors from one control to another?

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## Critical Thinking Questions


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.





- You used the Line tool in this lesson to add a design element to a report. What other tools might improve the readability of a printed report?
- In this lesson you learned how to change the size, position, and color of labels and text boxes using the Property Sheet. When changing these values, what are the advantages of using the Property Sheet instead of the mouse and toolbars?

## Skills Review

### Exercise 8-20

**EcoMed Services employs numerous interns. To easily identify the interns, create a Label report that will allow name badges to be printed.**

- Open a database by following these steps:
  - Locate and open the **Lesson 08** folder.
  - If you already have a copy of *[your initials]-EcoMed-08*, skip to step 1d.
  - Make a copy of **EcoMed-08** and rename it *[your initials]-EcoMed-08*.
  - Open and enable content for *[your initials]-EcoMed-08*.
- Create a label report by following these steps:
  - In the **Navigation Pane**, select the table **qryInternBadge**.
  - From the **Create** tab, in the **Reports** group, click **Labels** .
  - In the **Label Wizard** dialog box, in the **Filter by manufacturer** section, choose **Avery**.
  - In the **Unit of Measure** section, choose **English**, and in the **Label Type** section, choose **Sheet Feed**.
  - In the top list box, choose the **Product number** “5392.” Click **Next**.
  - Set the **Font name** to **Arial**, the **Font size** to **16**, the **Font weight** to **Normal**, and the **Text color** to **black**. Click **Next**.
  - Press **Enter** to move the second line.
  - In the **Available fields** section, double-click **FirstName**.
  - Press **Enter** three times.

- j. In the **Available fields** section, double-click **FirstName**.
  - k. Key a space and double-click **LastName**.
  - l. Press **Enter** twice.
  - m. In the **Available fields** section, double-click **Department**.
  - n. Click **Next**.
  - o. In the **Available fields** section, double-click **LastName** and **FirstName**. Click **Next**.
  - p. Name the report **rptInternBadge**.
  - q. Click **Finish**.
3. Modify controls by following these steps:
    - a. Switch to **Design View**.
    - b. Click each of the four text boxes that start with **=''** and press **Delete**.
    - c. Click the **FirstName** text box.
    - d. From the **Format** tab, in the **Font** group, click Center .
    - e. From the **Format** tab, in the **Font** group, change the Font Size to **36**.
    - f. Right-click the selected text box, select **Size**, and choose **To Fit** .
    - g. Select the next text box. While pressing **Ctrl**, click the third text box.
    - h. From the **Format** tab, in the **Font** group, click Center .
    - i. From the Quick Access toolbar, click **Save** .


## Assessment



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

-OR-



- Save the first page of a report by following these steps:
- a. Click the **File** tab and from the **Print** option, click **Print Preview** .
  - b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Page(s)** option to print only the first page and click **OK**.
  - c. Save the file as a PDF and name the file **[your initials]-08-20-A**.
  - d. Depending on your class procedures, print or turn in the PDF file.
  - e. Close **Print Preview**.










|  |  |
|--|--|
| Rebecca<br>Rebecca Astorga<br>Administrative | Albert<br>Albert Avila<br>Administrative |
| James<br>James Blair<br>Shipping             | Robert<br>Robert Blair<br>Stocking       |
| Nancy<br>Nancy Boone<br>Shipping             | Martha<br>Martha Bryce<br>Stocking       |

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1 Page

## Exercise 8-21

**Create a report that lists all employees grouped by job title. Be certain to sort the records by employee names.**

1. Create a report by following these steps:
  - a. Open and enable content for **[your initials]-EcoMed-08**.
  - b. In the **Navigation Pane**, select **qryEmpJobs**.

- c. From the **Create** tab, in the **Reports** group, click **Report** .
  - d. From the Quick Access toolbar, click **Save** . Key **rptEmpJobs**.
2. Modify the control layout by following these steps:
    - a. Click the **Job Title** label.
    - b. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Column** .
    - c. Drag the selected controls to the left of the **First Name** controls.
    - d. Click the **Job Title** text box.
    - e. From the **Design** tab, in the **Tools** group, click **Property Sheet** .
    - f. Change this control's **Hide Duplicates** property to **Yes**.
    - g. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Row** .
    - h. In the **Property Sheet**, change this control's **Border Style** property to **Transparent**.
    - i. While pressing **[Ctrl]**, click the **Job Title** text box to deselect it from the other controls.
    - j. Change the control's **Gridline Style Bottom** property to **Solid**.
  3. Modify the **Report Header** by following these steps:
    - a. Click the title label and change its **Caption** property to **EcoMed-Employees by Job Title**.
    - b. From the **Arrange** tab, in the **Position** group, click **Control Margins**  and choose **Narrow**.
    - c. Click the time control and press **[Delete]**.
    - d. From the **Design** tab, in the **Controls** group, click **Label** .
    - e. Click where the time control once was.
    - f. Key **Prepared by: [your full name]**.
    - g. From the **Design** tab, in the **Format** group, change the Font Size to **11**.
    - h. From the **Design** tab, in the **Format** group, click **Align Text Right** .
    - i. Click and drag the bottom of the label up to remove the blank space.
    - j. Close the **Property Sheet**.
    - k. Resize the new label so that it fits within the margin dotted-line.
  4. Sort the report by following these steps:
    - a. From the **Design** tab, in the **Grouping & Totals** group, click **Group & Sort** .
    - b. In the **Group, Sort, and Total** pane, click **Add a sort** and choose **JobTitle**.
    - c. Save the report.






## Assessment



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

-OR-



- k. In the **Detail** section, click the **MedicareNum** text box.
  - l. Change this control's **Width** property to **1.2**.
  - m. In the **Page Footer** section, click the page numbering text box.
  - n. Change this control's **Width** property to **3**.
  - o. Click the Report Selector.
  - p. Change the report's **Width** property to **7.9**.
3. Modify the **Report Header** by following these steps:
  - a. In the **Report Header**, click the label and press **Delete**.
  - b. From the **Design** tab, in the **Header/Footer** group, click **Title** .
  - c. Key **EcoMed–Facility's Medicare Number Report** and press **Enter**.
  - d. Right-click the title label, and select **Size** and choose **To Fit** .
  - e. Switch to **Layout View**.
  - f. From the **Design** tab, in the **Controls** group, click Label .
  - g. There are two blank cells to the right of the title; click the bottom cell.
  - h. Key **Prepared by: [your full name]**.
  - i. From the **Design** tab, in the **Format** group, change the Font Size to **11**.
  - j. Click and drag the right edge of the new label to the right until the text fits on one line but stays to the left of the margin line.
  - k. Click and drag the bottom of the label up to remove the blank space.
4. Add gridlines to controls by following these steps:
  - a. Click the **Manage Name** label.
  - b. In the **Property Sheet**, change this control's **Caption** property to **Management Company**.
  - c. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Row** .
  - d. Right-click the selected labels, select **Gridlines**, and choose **Bottom** .
  - e. In the **Property Sheet**, change this control's **Gridline Width Bottom** property to **2 pt**.
  - f. Close the **Property Sheet**.


## Assessment

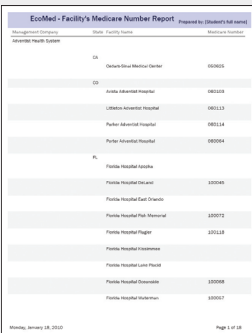


- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

**-OR-**

- Save the first page of a report by following these steps:








- a. Click the **File** tab and from the **Print** option, click **Print Preview** .
- b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Page(s)** option to print only the first page and click **OK**.
- c. Save the file as a PDF and name the file **[your initials]-08-22-A**.
- d. Depending on your class procedures, print or turn in the PDF file.
- e. Close **Print Preview**.










| Management Company | State | Facility Name                  | Medicare Number |
|--------------------|-------|--------------------------------|-----------------|
| 08-22-A            | GA    | Oakdale Senior Medicare Center | 000026          |
| 08-22-A            | GA    | Oakdale Assisted Living        | 000028          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000031          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000034          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000045          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000048          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000051          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000054          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000057          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000060          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000063          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000066          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000069          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000072          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000075          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000078          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000081          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000084          |
| 08-22-A            | GA    | Oakdale Memory Care Center     | 000087          |

## Exercise 8-23

You have been asked to create a report to track the hire date of employees. Group the employees by the year that they were hired and count the total number of employees hired in each year.

1. Create a report by following these steps:
  - a. Open and enable content for *[your initials]-EcoMed-08*.
  - b. In the **Navigation Pane**, select **qryEmpHireDate**.
  - c. From the **Create** tab, in the **Reports** group, click **Report** .
  - d. In **Layout View**, click the **HireDate** label.
  - e. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Column** .
  - f. Drag the selected controls to the left of the **Last Name** controls.
  - g. Click the **Year** label.
  - h. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Column** .
  - i. Drag the selected controls to the left of the **HireDate** controls.
  - j. Click the **SSN** label. Click on the label's right margin and drag to the left until the control fits inside of the page's margin line.
  - k. Save the report as **rptEmpHireDate**.
2. Add a group and sort to a report by following these steps:
  - a. From the **Design** tab, in the **Grouping & Totals** group, click **Group & Sort** .
  - b. In the **Group, Sort, and Total** pane, click **Add a group** and choose **Year**.
  - c. In the **Group on Year** level, click **More**. Click the **from smallest to largest** drop-down arrow and choose **from largest to smallest**.
  - d. In the **Group on Year** level, click the **without a footer section** drop-down arrow and choose **with a footer section**.
  - e. In the **Group on Year** level, click **with LastName totaled** drop-down arrow.
  - f. In the **Total On** option, choose **SSN**.
  - g. In the **Type** option, choose **Count Records**.
  - h. Add a checkmark to **Show subtotal in group footer**.
  - i. In the **Group, Sort, and Total** pane, click **Add a sort** and choose **HireDate**.
3. Modify controls in a report by following these steps:
  - a. From the **Design** tab, in the **Controls** group, click Label .
  - b. Click in the blank cell under the **First Name** "Heidi" text box.
  - c. Key **Employee Count**.
  - d. Click the time control at the top of the report and press .
  - e. From the **Design** tab, in the **Controls** group, click Label .
  - f. At the top of the report, click in the blank cell below the date control.



- g. Key **Prepared by: [your full name]**.
  - h. Click the date control. From the **Format** tab, in the **Font** group, click **Format Painter**  and click the new label you just added.
  - i. Verify that the right edge of the date control is inside of the right margin line. If not, resize the control.
  - j. From the **Design** tab, in the **Header/Footer** group, click **Title** .
  - k. Key **EcoMed–Employee Hire Report**.
  - l. Click the **Year** label. From the **Format** tab, in the **Font** group, click **Center** .
  - m. Click the **HireDate** label. From the **Format** tab, in the **Font** group, click **Center** .
  - n. For the label **HireDate**, add a space between Hire and Date.
  - o. Switch to **Design View**.
  - p. Click the **Year** label. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Layout** .
  - q. From the **Arrange** tab, in the **Sizing & Ordering** group, click **Size/Space**  and choose **To Tallest** .
  - r. In the **Page Footer**, click the page numbering control. Drag the control to the left until its right edge aligns with the other controls in the report.
- s. Double-click the Report Selector. In the **Property Sheet**, change the **Width** property to **7.9**. If the report width can't be set to this size, resize the controls along the right edge of the report until you can make the width of the report 7.9 inches wide.
  - t. Save the report.



## REVIEW

The Report Selector is the small square in the upper left corner of the report.




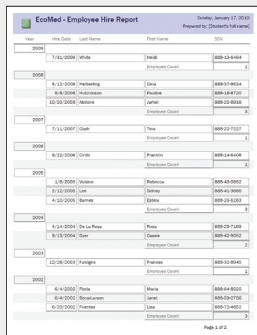
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.



-OR-

- Save the first page of a report by following these steps:

- a. Click the **File** tab and from the **Print** option, click **Print Preview** .
- b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Page(s)** option to print only the first page and click **OK**.
- c. Save the file as a PDF and name the file **[your initials]-08-23-A**.
- d. Depending on your class procedures, print or turn in the PDF file.
- e. Close **Print Preview**.



| Year | Hire Date  | Last Name  | First Name | DOB         |
|------|------------|------------|------------|-------------|
| 2009 | 1/26/2009  | Smith      | James      | 888-22-8948 |
| 2009 | 4/12/2009  | Washington | John       | 888-07-9814 |
| 2009 | 6/16/2009  | Washington | Pauline    | 888-04-8723 |
| 2009 | 12/20/2009 | Washington | John       | 888-08-9814 |
| 2007 | 7/11/2007  | Smith      | John       | 888-22-7227 |
| 2008 | 6/20/2008  | Smith      | James      | 888-44-8948 |
| 2009 | 1/6/2009   | Thomas     | Robinson   | 888-00-0000 |
| 2009 | 2/10/2009  | Lee        | John       | 888-01-0000 |
| 2009 | 4/20/2009  | Thomas     | John       | 888-00-8948 |
| 2009 | 4/14/2009  | De La Rosa | James      | 888-28-1234 |
| 2009 | 6/10/2009  | Lee        | James      | 888-01-8948 |
| 2009 | 11/28/2009 | Washington | James      | 888-22-8948 |
| 2002 | 6/4/2002   | Reis       | Mark       | 888-04-8920 |
| 2002 | 8/4/2002   | Washington | John       | 888-00-0700 |
| 2002 | 6/20/2002  | Thomas     | John       | 888-21-4000 |

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## Lesson Applications

### Exercise 8-24

EcoMed Services has started a recycling program for its customers. Customers now can return light bulbs that contain heavy metals. Create a shipping label for vendors to use when returning their recyclable bulbs.

1. Open and enable content for *[your initials]-EcoMed-08*.
2. Create a label report based on the **qryFacAddress**.
3. Use the Avery 8389 labels. Make the font Arial 16, bold, and black text.
4. In the first three lines of the label, create a return address structure with the vender data.
5. Skip a row and then enter the following:  
**EcoMed Services, Inc.**  
**attn: Recycling Department**  
**1111 West 46th Street # 29**  
**Kansas City, MO 64112**
6. Sort by facility name.
7. Save the report as **rptReturnLabels**.
8. Change the width of the last four controls to 4 inches and place them in the lower right corner of the label.

### Assessment

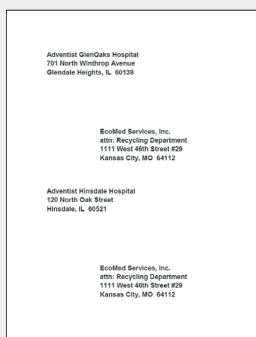


- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the form as a PDF. Save only the first page of the report.
- Name the file *[your initials]-08-24-A*.
- According to your class procedures, print or turn in the PDF file.



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### Exercise 8-25

EcoMed Services needs a current phone list for its employees. Create a two-column report to display the names and phone numbers of its employees sorted by the employee names.

1. Using *[your initials]-EcoMed-08*, create a simple report for **qryEmpPhone**.
2. Save the report as **rptEmpPhone**.
3. Delete the **Employee ID** column.

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4. Resize the three controls in the **Detail** section so that the right edge of the **HomePhone** control is at the 3½-inch mark.
5. Remove the borders around the text boxes.
6. Make the bottom padding of the text boxes **.2**.
7. 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.
8. Delete the page number control. In the **Page Footer**, add a label with the caption **Prepared by: [your full name]**.
9. 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.
10. Delete all controls in the **Report Footer** and make its height **0**.
11. Edit the label in the **Report Header** section to **EcoMed–Employee Phone List**.
12. Use the **Group & Sort** command to add a sort by **Last Name**.

Assessment



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

-OR-



- Save the report as a PDF. Name the file **[your initials]-08-25-A**.
- According to your class procedures, print or turn in the PDF file.

| Last Name  | First Name | Area Phone     | Last Name | Area Phone     |                |
|------------|------------|----------------|-----------|----------------|----------------|
| Anderson   | Robert     | (813) 858-2009 | McClure   | (813) 858-9152 |                |
| Baker      | Richard    | (813) 858-2122 | McClure   | James          | (813) 858-9038 |
| Barnes     | Edna       | (813) 858-8044 | Salerno   | Robert         | (813) 858-2822 |
| Beckwith   | Janet      | (813) 858-8948 | Simon     | Howard         | (813) 858-8247 |
| Chen       | Pauline    | (813) 858-7112 | Slone     | Jeanette       | (813) 858-7475 |
| Clark      | Tim        | (813) 858-4022 | Tymbridge | Janette        | (813) 858-8885 |
| Da La Rosa | Rene       | (813) 858-4051 | Valencia  | Melanie        | (813) 858-2817 |
| Earl       | Charles    | (813) 858-3996 | Wells     | Mark           | (813) 858-0918 |
| Falgarone  | Frances    | (813) 858-7889 | Valencia  | Stephanie      | (813) 858-6169 |
| Fernandez  | Charles    | (813) 858-9877 |           |                |                |
| Firth      | Erica      | (813) 858-9676 |           |                |                |
| Fletcher   | Lisa       | (813) 858-2883 |           |                |                |
| Gardner    | Van        | (813) 858-1288 |           |                |                |
| Hartshorn  | Clara      | (813) 858-0266 |           |                |                |
| Henderson  | Pauline    | (813) 858-7034 |           |                |                |
| Jin        | Mingqi     | (813) 858-1451 |           |                |                |
| Luoma      | Joseph     | (813) 858-1244 |           |                |                |
| Lee        | May        | (754) 858-1247 |           |                |                |
| Lee        | Emmy       | (813) 858-2828 |           |                |                |

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- ### Exercise 8-26
- You have been asked to create a report to display inventory by vendor that highlights any item that costs more than \$100.
1. Use **[your initials]-EcoMed-08.accdb** to create a report using a wizard for **qryInvByCatVen**.
  2. Use all fields. Group by **BulbCategory**, then **VenderName**. Use a stepped layout and portrait orientation. Name the report **rptInvByCatVen**.
  3. Change the title label to **EcoMed–Bulb Costs by Category and Vender**.
  4. Create a tabular layout for all controls that are not in the **Report Header** and **Report Footer** sections
  5. Merge the **VenderName** text box with the blank cell to its right.
  6. Resize the **VenderName** label to just fit the text.
  7. Resize the **Cost** label to 1 inch and center its text.

8. In the **VenderName Footer**, add a sum function that will calculate the costs per vender. Make sure that the new text box is the same height as the other text boxes.
9. Make sure that each vender's group is kept together on one page.
10. Add a conditional format to the **Cost** text box that will format any bulb's **Cost** over \$100 to have a red font and be italic.
11. Add a label to right side of the **Report Header** with the caption **Prepared by: [your full name]**.
12. The data needs to be sorted by **Bulb Category** (ascending), **Vender Name** (descending), and **Cost** (ascending).
13. Make sure that report width is less than 8 inches.

## Assessment



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

-OR-



- Save the form as a PDF. Only save the first page of the report.
- Name the file **[your initials]-08-26-A**.
- According to your class procedures, print or turn in the PDF file.

| Category     | Vender Name    | Cost              |
|--------------|----------------|-------------------|
| Incandescent | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
| LED          | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
|              | 1427-100-00000 | \$0.00            |
| <b>Total</b> |                | <b>\$1,769.87</b> |

08-26-A.pdf  
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## Exercise 8-27 ♦ Challenge Yourself

You have been asked to create a report to track annual leave and sick leave taken by employees. Group the information by job title and sort the records by the name of the employee.

1. Using **[your initials]-EcoMed-08**, create a report using the **Report Wizard**.
2. From **tblJobCodes**, select **JobTitle**. From **tblEmployees**, select **LastName** and **FirstName**. From **tblLeaveDays**, select **LeaveCategory** and **LeaveDate**.
3. Create three groups: **JobTitle**, **LastName** with **FirstName**, and **LeaveCategory**. The only field in the **Detail** section should be **LeaveDate**.
4. Name the report **rptEmpLeave**.
5. Resize the controls. Make certain that all data are visible and that the report is no wider than 7.9 inches.
6. In the **LeaveCategory Header** section, add a function that will count the number of leave dates.
7. Open the **EmployeeID Footer** and add a straight horizontal line under the **Last Name** through **Leave Date** controls.

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8. Hide the details of the report.
9. Edit the title label to **Employee Leave Breakdown**.
10. Add a label in the far right of the **Report Header** section with the caption **Prepared by: [your full name]**.
11. Size the two labels in the **Report Header** to fit on one line.
12. Verify that the report fits on three pages.

Assessment



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



-OR-

- Save the form as a PDF. Only save the first page the report.
- Name the file **[your initials]-08-27-A**.
- According to your class procedures, print or turn in the PDF file.
- Compact the database and close it.

| Employee               | Last Name  | First Name | Leave Category | Leave Date |
|------------------------|------------|------------|----------------|------------|
| Administrative Support | Jin        | Wenling    | Vacation       | 4          |
| Shipping Manager       | Williams   | Dorothy    | Vacation       | 3          |
|                        | De La Riva | Anna       | Sick           | 1          |
|                        |            |            | Vacation       | 1          |
| Shipping Manager       | Shaw       | Janette    | Vacation       | 3          |
|                        | Shaw       | Harold     | Vacation       | 4          |
| Inventory              | Flora      | Marie      | Sick           | 3          |
|                        |            |            | Vacation       | 1          |
|                        | Walker     | Rebecca    | Sick           | 1          |
|                        |            |            | Vacation       | 3          |
| Warehouse Associate    | Lee        | William    | Vacation       | 4          |
|                        | Perkins    | Kevin      | Sick           | 1          |
|                        |            |            | Vacation       | 1          |
|                        | DeLa       | Francis    | Vacation       | 1          |

08-27-A.pdf  
1 Page

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 8-28

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 on 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 8-28 on each sketch. Continue to Exercise 8-29.

## Exercise 8-29

Based on the sketches that you created in Exercise 8-28, 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 8-29. In the Report Header, include the title of the report. Print a copy of each report. Continue to Exercise 8-30.

## Exercise 8-30

Create a Group for your report. Depending on your design, you may need to add a field to a table and enter in 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 8-30. 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 8-28 through 8-30 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.