



Skills

- Create a select query using the Simple Query Wizard
- Create a select query in Design view
- Add multiple tables to a query
- Sort the query results
- Add criteria statements to a query
- Prevent columns in the query design grid from displaying in the query results datasheet
- Perform calculations in a query
- Create a form using the Simple Form tool

Skills

- Create a split form
- Create a form using the Form Wizard
- Add a logo image to a form
- Resize and format an object on a form
- Change the style for a form
- Add a field to a form
- Create a report using the Report tool
- Create a report using the Report Wizard
- Move and resize columns in a report

ACTIVITY 3.1 Creating a Query Using the Simple Query Wizard

- Open **WEmployees3.accdb** and enable content.
- Click Create tab.
- Click Query Wizard in Other group.
- At New Query box, with *Simple Query Wizard* selected in box, click OK.

ACTIVITY 3.1 Creating a Query Using the Simple Query Wizard

- At first Simple Query Wizard box, with *Table: Employees* selected in *Tables/Queries* box and with *Employee_No* selected in *Available Fields* box, click Add Field to move *Employee_No* to *Selected Fields* box.

ACTIVITY 3.1 Creating a Query Using the Simple Query Wizard

- With *Last_Name* now selected in *Available Fields* box, click Add Field to move *Last_Name* to *Selected Fields* box.
- Click Add Field to move *First_Name* to *Selected Fields* box.

ACTIVITY 3.1

Creating a Query Using the Simple Query Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click down-pointing arrow right of *Tables/Queries* box then click *Table: Employee_Benefits*.
- Double-click *Dependents* in *Available Fields* box.
- Double-click following fields in *Available Fields* box to move them to *Selected Fields* list box:
Life_Inscce_Amt
Pension_Eligible
Vacation

Life_Inscce_Amt
Pension_Eligible
Vacation

- Click Next.



© Paradigm Publishing Inc.

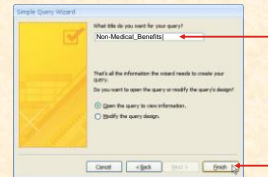
ACTIVITY 3.1

Creating a Query Using the Simple Query Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Next at second Simple Query Wizard box to accept *Detail* (shows every field of every record) in *Would you like a detail or summary query?* section.
- At third Simple Query Wizard box, select current text in *What title do you want for your query?* box, type **Non-Medical_Benefits**, then click Finish.



© Paradigm Publishing Inc.

ACTIVITY 3.1

Creating a Query Using the Simple Query Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- View query results datasheet shown.

Employee_No	Last_Name	First_Name	Dependents	Life_Inscce_Amt	Pension_Eligible	Vacation
1000	Westberg	Sam	0	\$100,000.00	22-Jul-02	4 weeks
1005	Deppafski	Roman	2	\$200,000.00	15-Aug-03	3 weeks
1010	Widgren	Heath	1	\$75,000.00	08-Jun-03	3 weeks
1015	Brocked	Lyle	3	\$15,000.00	17-May-02	3 weeks
1020	Srivastava	Angela	4	\$195,000.00	09-Aug-03	2 weeks
1025	Bilski	Jerge	3	\$200,000.00	01-Oct-02	3 weeks
1030	Hicks	Thom	0	\$150,000.00	23-Jan-02	2 weeks
1035	Friedrich	Valerie	0	\$200,000.00	25-Mar-04	2 weeks
1040	Lafontaine	Guy	2	\$75,000.00	10-Mar-04	2 weeks
1045	Yu	Terry	1	\$15,000.00	12-Apr-04	2 weeks
1050	Zakrevski	Carl	0	\$25,000.00	09-Oct-03	3 weeks
1055	Thurston	Edward	3	\$65,000.00	23-Jun-05	1 week
1060	McKnight	Donald	1	\$10,000.00	22-Jun-06	1 week
1065	Suzukiwaki	Naomi	4	\$200,000.00	08-Feb-06	2 weeks
1070	Jhawar	Barbar	2	\$125,000.00	22-Nov-07	1 week
1075	Fitzharr	Isabelle	3	\$80,000.00	19-Mar-07	3 weeks
1080	Couture	Léo	2	\$110,000.00	17-Jun-07	1 week

- Display datasheet in Print Preview, change orientation to landscape, then print datasheet.
- Close Print Preview then close *Non-Medical_Benefits* query.

© Paradigm Publishing Inc.

ACTIVITY 3.2

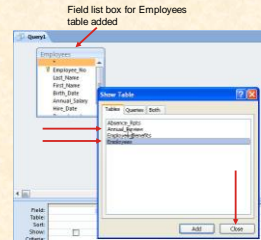
Creating a Query in Design View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- With *WEEmployee3.accdb* open and Create tab active, click Query Design in *Other* group.

- At Show Table box with Tables tab selected, double-click *Employees*.
- Double-click *Annual_Review* then click Close.



© Paradigm Publishing Inc.

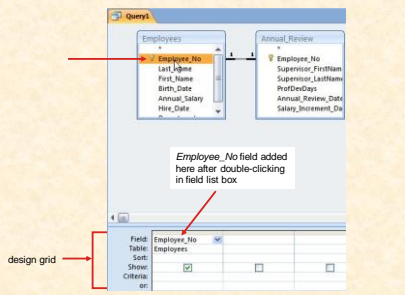
ACTIVITY 3.2

Creating a Query in Design View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Double-click *Employee_No* in *Employees* table box.



© Paradigm Publishing Inc.

ACTIVITY 3.2

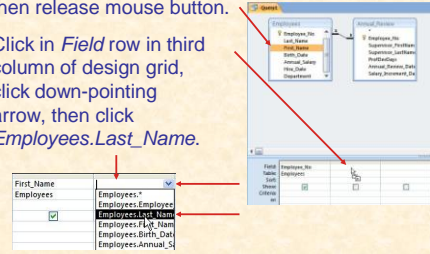
Creating a Query in Design View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Position mouse pointer on *First_Name* field in *Employees* table box, hold down left mouse button, drag to *Field* row in second column of design grid, then release mouse button.

- Click in *Field* row in third column of design grid, click down-pointing arrow, then click *Employees.Last_Name*.



© Paradigm Publishing Inc.

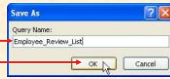
ACTIVITY 3.2

Creating a Query in Design View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Using any of three methods learned previously, add fields *Supervisor_FirstName*, *Supervisor_LastName*, and *Annual_Review_Date* from *Annual_Review* table field list to design grid.
- Click Save on Quick Access toolbar.
- At Save As box, type **Employee_Review_List** in *Query Name* box then press Enter or click OK.



© Paradigm Publishing Inc.

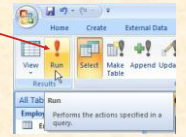
ACTIVITY 3.2

Creating a Query in Design View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Run in Results group in Query Tools Design tab.
- Adjust column widths for last three columns in query results datasheet to Best Fit.
- Display datasheet in Print Preview, change orientation to landscape, then print.
- Close Print Preview then close *Employee_Review_List* query, saving changes to layout.



© Paradigm Publishing Inc.

ACTIVITY 3.3

Extracting Records Using Criteria Statements

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With *WEEmployees3.accdb* open, right-click *Non-Medical_Benefits* in Navigation pane then click *Design View*.
- Click Shutter Bar Open/Close Button on Navigation pane to minimize and provide a larger working area.



© Paradigm Publishing Inc.

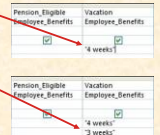
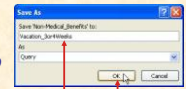
ACTIVITY 3.3

Extracting Records Using Criteria Statements

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Office then click Save As. Type **Vacation_3or4Weeks** in *Save 'Non-Medical_Benefits' to* box at Save As dialog box then click OK.
- Click in *Criteria* row in *Vacation* column in design grid.
- Type **4 weeks** then press Enter.
- Click in *or* row in *Vacation* column in design grid, type **3 weeks**, then press Enter.



© Paradigm Publishing Inc.

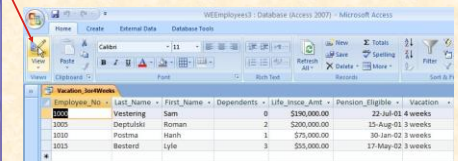
ACTIVITY 3.3

Extracting Records Using Criteria Statements

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Run in Results group in Query Tools Design tab.
- View query results in datasheet then click View in Views group in Home tab to switch to Design view.



© Paradigm Publishing Inc.

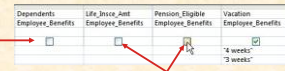
ACTIVITY 3.3

Extracting Records Using Criteria Statements

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click check box in *Show* row in *Dependents* column to clear box.
- Clear *Show* check boxes in *Life_Insc_Amt* and *Pension_Eligible* columns in design grid.
- Click View to switch to Datasheet view.
- Print query results datasheet.
- Close *Vacation_3or4Weeks* query. Click Yes to save changes to design then click Shutter Bar Open/Close Button to redisplay Navigation pane.




© Paradigm Publishing Inc.

ACTIVITY 3.4

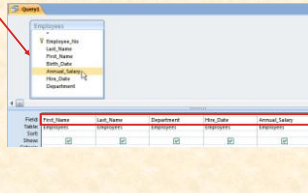
Extracting Records Using Multiple Field Criteria; Sorting Data in a Query

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With **WEmployees3.accdb** open, click Create tab then click Query Design  in Other group.
- At Show Table box, double-click table named **Employees** then click Close.
- Double-click following fields in order to add fields to design grid.

*First_Name
Last_Name
Department
Hire_Date
Annual_Salary*



© Paradigm Publishing Inc.

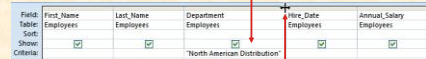
ACTIVITY 3.4

Extracting Records Using Multiple Field Criteria; Sorting Data in a Query

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click in *Criteria* row in **Department** column in design grid, type **North American Distribution**, then press Enter.



- Position mouse pointer on right column boundary line for **Department** field in gray header row at top of design grid until pointer changes to a black vertical line with a left- and right-pointing arrow then double-click to best fit column width.



© Paradigm Publishing Inc.

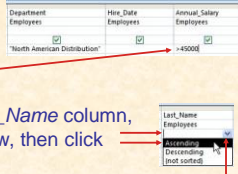
ACTIVITY 3.4

Extracting Records Using Multiple Field Criteria; Sorting Data in a Query

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click in *Criteria* row in **Annual_Salary** column, type **>45000**, then press Enter.
- Click in *Sort* row in **Last_Name** column, click down-pointing arrow, then click **Ascending**.
- Click Run.



© Paradigm Publishing Inc.

ACTIVITY 3.4

Extracting Records Using Multiple Field Criteria; Sorting Data in a Query

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Review records selected in query results datasheet. Note **Department** field value for each record is **North American Distribution** and field values in **Annual_Salary** column are all greater than \$45,000; list is also sorted by employee's last name.

First_Name	Last_Name	Department	Hire_Date	Annual_Salary
Sam	Westering	North American Distribution	7/22/1998	\$89,725.00
Angela	Dooxtator	North American Distribution	8/3/2000	\$45,538.00
Yv	Besterd	North American Distribution	5/17/1999	\$45,651.00

- Click Save, type **NorthAmerican_SalaryOver\$45K** in *Query Name* box, then press Enter or click OK.
- Print query results datasheet.
- Close **NorthAmerican_SalaryOver\$45K** query.




© Paradigm Publishing Inc.

ACTIVITY 3.5

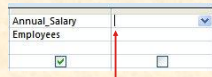
Performing Calculations in a Query; Formatting Columns

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With **WEmployees3.accdb** open, click Create tab then click Query Design  button.
- At Show Table box, double-click table named **Employees** then click Close.
- Double-click following fields in order shown to add fields to design grid.

*Employee_No
First_Name
Last_Name
Annual_Salary*



- Click in blank *Field* row next to **Annual_Salary** column in design grid.



© Paradigm Publishing Inc.

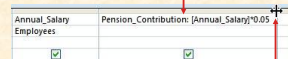
ACTIVITY 3.5

Performing Calculations in a Query; Formatting Columns

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Type **Pension_Contribution:[Annual_Salary]*.05** then press Enter.



- Position mouse pointer on right vertical boundary line for **Pension_Contribution** column in gray field selector bar at top of design grid until pointer changes to black vertical line with left- and right-pointing arrow then double-click left mouse button.
- Click Save, at Save As box, type **Employer_Pension_Contributions** in *Query Name* box then press Enter or click OK.



© Paradigm Publishing Inc.

ACTIVITY 3.5

Performing Calculations in a Query; Formatting Columns

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Run.
- In query results datasheet, adjust column width for *Pension_Contribution* column to Best Fit.
- Switch to Design view.
- Click insertion point anywhere in *Pension_Contribution* field row in design grid.
- Click Property Sheet in Show/Hide group of Query Tools Design tab.



© Paradigm Publishing Inc.

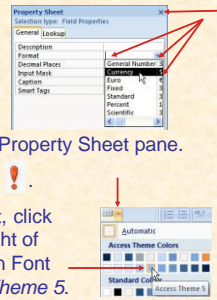
ACTIVITY 3.5

Performing Calculations in a Query; Formatting Columns

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click in *Format* box in Property Sheet pane, click down-pointing arrow, then click *Currency*.
- Click Close at top right of Property Sheet pane.
- Click Save then click Run !
- At query results datasheet, click down-pointing arrow at right of Alternate Fill/Back Color in Font group then click *Access Theme 5*.



© Paradigm Publishing Inc.

ACTIVITY 3.5

Performing Calculations in a Query; Formatting Columns

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Print query results datasheet.
- Close *Employer_Pension_Contributions* query and click Yes when prompted to save changes to layout.

Employee_No.	First_Name	Last_Name	Annual_Salary	Pension_Contribution
1005	Sam	Vesterling	\$69,725.00	\$3,486.25
1005	Roman	Deptulski	\$69,725.00	\$3,486.25
1010	Hanh	Postina	\$69,725.00	\$3,486.25
1015	Lyle	Bestford	\$65,653.00	\$3,282.55
1020	Angela	Dixtator	\$43,558.00	\$2,177.90
1025	Jorge	Biliski	\$44,892.00	\$2,244.60
1030	Thom	Hicks	\$42,824.00	\$2,141.20
1035	Valerie	Fitsouris	\$44,694.00	\$2,234.70
1040	Guy	Lafreniere	\$45,395.00	\$2,269.75
1045	Terry	Hir	\$42,238.00	\$2,111.90
1050	Carl	Zakowski	\$44,387.00	\$2,219.35
1055	Edward	Thurston	\$42,348.00	\$2,112.40
1060	Donald	McKnight	\$42,126.00	\$2,106.30
1065	Norm	Lizniewski	\$43,095.00	\$2,154.75
1070	Balfor	Jhawar	\$44,771.00	\$2,238.55
1075	Mike	Fitchett	\$42,857.00	\$2,142.85
1080	Leo	Couture	\$43,600.00	\$2,180.00

© Paradigm Publishing Inc.

ACTIVITY 3.6

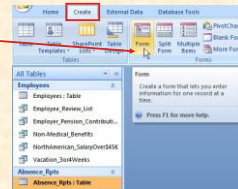
Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With *WEmployees3.acldb* open, click once on *Absence_Rpts : Table* in Navigation pane.

- Click Create tab then click Form in Forms group.
- Click Form View at right end of Status bar in lower right corner.



© Paradigm Publishing Inc.

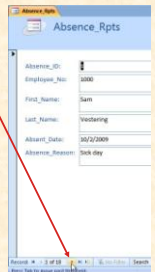
ACTIVITY 3.6

Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Next record button on Record navigation bar a few times to scroll through a few records in Form view.
- Close *Absence_Rpts* form. Click Yes to save changes to design. At Save As box, click OK to save form using default name *Absence_Rpts*.
- Click once to select *Employee_Benefits : Table* in Navigation pane, click Create tab, then click Split Form in Forms group.



© Paradigm Publishing Inc.

ACTIVITY 3.6

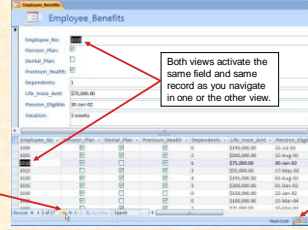
Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Form View at right end of Status bar.

- Click Next record on Record navigation bar two times and watch two form views scroll synchronously.



© Paradigm Publishing Inc.

ACTIVITY 3.6

Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Close Employee_Benefits form. Click Yes to save changes to design then click OK at Save As dialog box to accept default form name *Employee_Benefits*.
- Click Create tab, click More Forms in Forms group, then click *Form Wizard*.



© Paradigm Publishing Inc.

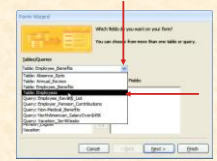
ACTIVITY 3.6

Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- At first Form Wizard box, click down-pointing arrow at right of *Tables/Queries* box then click *Table: Employees*.



- Click Add All Fields to move all fields in *Available Fields* box to *Selected Fields* box then click Next.



© Paradigm Publishing Inc.

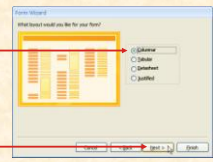
ACTIVITY 3.6

Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- At second Form Wizard box with *Columnar* selected as form layout, click Next.



- At third Form Wizard box, click several style names in box to preview each style's colors and backgrounds. Click *Flow* then click Next.



© Paradigm Publishing Inc.

ACTIVITY 3.6

Creating Forms Using the Form Tool, Split Form Tool, and Form Wizard

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click Finish at last Form Wizard box to accept default title of *Employees* and *Open the form to view or enter information*.



- Click Next record on Record navigation bar a few times to scroll through records in Form view.
- Close Employees form.

© Paradigm Publishing Inc.

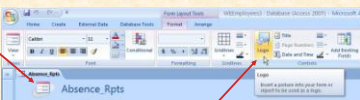
ACTIVITY 3.7

Adding a Logo; Resizing and Formatting Objects

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With *WEEmployees3.accdb* open, right-click *Absence_Rpts* form name in Navigation pane then click *Layout View* at shortcut menu.
- Click Shutter Bar Open/Close button at top right corner of Navigation pane to minimize.
- Click logo container control object at top left of form next to *Absence_Rpts* title.



- Click Logo button in Controls group in Form Layout Tools Format tab.

© Paradigm Publishing Inc.

ACTIVITY 3.7

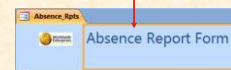
Adding a Logo; Resizing and Formatting Objects

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- At Insert Picture box, navigate to storage medium containing your student files, double-click *AccessS3* folder, then double-click *WELogo-Small.jpg*.

- Click *Absence_Rpts* title next to logo image.



- Click selected *Absence_Rpts* title a second time to place an insertion point inside control object.

- Insert and delete text as necessary to change text inside selected control to **Absence Report Form**.

- Click outside title to deselect control object.

© Paradigm Publishing Inc.

ACTIVITY 3.7

Adding a Logo; Resizing and Formatting Objects

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click *Absence_ID* text box control. This control object displays data next to label *Absence_ID*.

- Hold down Shift then click each text box control below *Absence_ID* to *Absence_Reason*.



© Paradigm Publishing Inc.

ACTIVITY 3.7

Adding a Logo; Resizing and Formatting Objects

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Position mouse pointer on right edge of any selected control object until pointer changes to left- and right-pointing arrow, drag right border left to width shown, then release mouse.

- Click in blank area of form to deselect control objects.



© Paradigm Publishing Inc.

ACTIVITY 3.7

Adding a Logo; Resizing and Formatting Objects

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click More at bottom of vertical scroll bar in AutoFormat group in Form Layout Tools Format tab to display drop-down style gallery.



- Click *Equity*.

- Click to select Absence Report Form title control object, position mouse pointer on left border of control object until pointer changes to left- and right-pointing arrow, then drag border right to align beginning of title text as shown.



© Paradigm Publishing Inc.

ACTIVITY 3.7

Adding a Logo; Resizing and Formatting Objects

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click to select logo image, drag right and bottom borders of logo control object to resize image as shown.

- Click in a blank area of form to deselect logo control object.

- Click Save then close Absence_Rpts form.

- Click Shutter Bar Open/Close to redisplay Navigation pane.



© Paradigm Publishing Inc.

ACTIVITY 3.8

Adding Control Objects to a Form Using Layout View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With *WEEmployees3.accdb* open, double-click *Employees* form in Navigation pane to open form then change view to Layout.
- Double-click *Employees* title to place an insertion point in control object then press End.
- With insertion point positioned at end of *Employees* in control object, insert and delete text as necessary to change title to **Employee Record Entry Form** then press Enter. Drag right border to resize object until all text is on one line.



© Paradigm Publishing Inc.

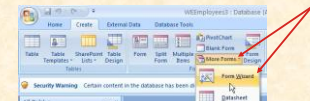
ACTIVITY 3.8

Adding Control Objects to a Form Using Layout View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click down-pointing arrow at right of Font Color in Form Layout Tools Format tab then click *Light Label Text*.
- Click in a blank area of form to deselect title object.
- Click Save then close *Employees* form.
- Click *Employer_Pension_Contributions* query in Navigation pane to select query object, click Create button, click More Forms, then click *Form Wizard*.



© Paradigm Publishing Inc.

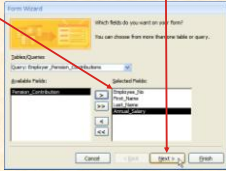
ACTIVITY 3.8

Adding Control Objects to a Form Using Layout View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Create a form for *Employer_Pension_Contributions* query using wizard as follows:
 - Move *Employee_No*, *First_Name*, *Last_Name*, and *Annual_Salary* fields from *Available Fields* box to *Selected Fields* list box and click Next.
 - With *Columnar* selected as layout, click Next.
 - Click *Office* as style then click Next.
 - Click *Finish* to accept default title.



© Paradigm Publishing Inc.

ACTIVITY 3.8

Adding Control Objects to a Form Using Layout View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Switch to Layout view.
- To edit title text to *Employer Pension Contributions* double-click title, move insertion point, delete underscore characters, and insert space.
- Click outside title object then click **Add Existing Fields** in Controls group in Form Layout Tools Format tab.



© Paradigm Publishing Inc.

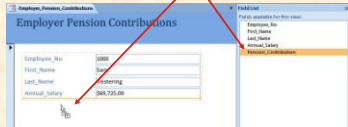
ACTIVITY 3.8

Adding Control Objects to a Form Using Layout View

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Position mouse pointer on *Pension_Contribution* in Field List task pane then drag field name below *Annual_Salary*.



- Close Field List task pane, click **Save**, then switch to Form view.
- Close *Employer_Pension_Contributions* form.



© Paradigm Publishing Inc.

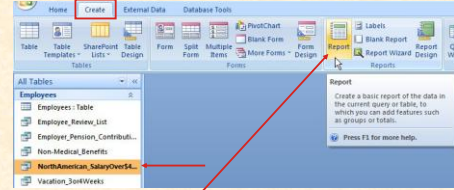
ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With *WEmployees3.acldb* open, click *NorthAmerican_SalaryOver\$45K* query in Navigation pane then click **Create tab**.



- Click **Report** in Reports group.



© Paradigm Publishing Inc.

ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Double-click title text to place an insertion point inside label control object.
- Delete existing text, type **Employees in North American Distribution**, press **Shift + Enter** to insert a line break, type **Earning over \$45,000**, then press **Enter**.



- With title label control object selected, click down-pointing arrow at right of Font Size in Report Layout Tools Format tab then click **16**.



© Paradigm Publishing Inc.

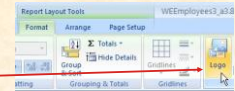
ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click in blank area of report to deselect title label control object.
- Click image container control object next to report title.



- Click **Logo** in Controls group in Report Layout Tools Format tab.
- At **Insert Picture** box, navigate to storage medium containing your student files, double-click *AccessS3* folder, then double-click *WELogo-Small.jpg*. Resize logo object as shown.



© Paradigm Publishing Inc.

ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click current date at top right of report to select object then press Delete.
- Click current time located at top right of report to select object then press Delete.

First_Name	Last_Name	Department	Hire_Date	Annual_Salary
Sam	Westering	North American Distribution	12/22/1998	\$68,725.00
Lynn	Westford	North American Distribution	5/17/1999	\$65,451.00
Angela	Weststar	North American Distribution	6/10/2000	\$65,108.00

- Minimize Navigation pane.
- Note dashed line in middle of *Hire_Date* column indicating page break.



© Paradigm Publishing Inc.

ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Report Layout Tools Page Setup tab.



- Click Landscape button in Page Layout group.
- Click Save button. At Save As dialog box, click OK to accept default report name *NorthAmerican_SalaryOver\$45K*.
- Print then close.
- Redisplay Navigation pane.



© Paradigm Publishing Inc.

ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click *Employee_Review_List* query in Navigation pane, click Create tab, then click Report Wizard.
- At first Report Wizard box with *Employee_Review_List* query selected, move all fields from *Available Fields* box to *Selected Fields* box and click Next.



© Paradigm Publishing Inc.

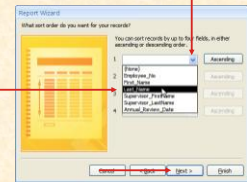
ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Next at second Report Wizard box to indicate there is no grouping.
- Click down-pointing arrow next to first text box at third Report Wizard box then click *Last_Name*.
- Click Next.



© Paradigm Publishing Inc.

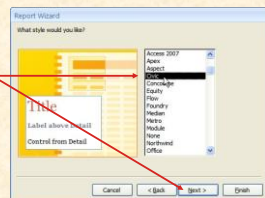
ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- Click Next at fourth Report Wizard dialog box to accept default *Tabular* layout and *Portrait* orientation.
- Click *Civic* in style box at fifth Report Wizard box then click Next.



© Paradigm Publishing Inc.

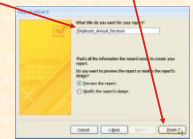
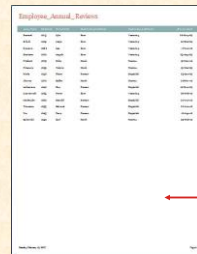
ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10
- 3.11

- With *Preview the report* selected at last Report Wizard box, select existing text in title box, type *Employee_Annual_Reviews*, then click Finish.



Employee_Annual_Reviews report created using Report Wizard displayed in Print Preview with the zoom set to display the full page



© Paradigm Publishing Inc.

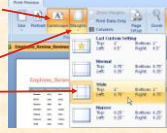
ACTIVITY 3.9

Creating, Editing, and Printing a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Minimize Navigation pane.
- Move pointer to middle of report then click left mouse button.
- Click Landscape in Page Layout group in Print Preview tab.
- Click Margins in Page Layout group then click *Wide*.
- Click Save then close Print Preview.
- Close Employee_Annual_Reviews report.
- Redisplay Navigation pane.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Resizing and Moving Columns in a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- With **WEEmployees3.accdb** open, right-click *Employee_Annual_Reviews* report in Navigation pane then click Layout View.
- Minimize Navigation pane.
- Click *Last_Name* column head to select column.
- Position pointer inside dotted box in first column until pointer displays with four-headed move icon.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Resizing and Moving Columns in a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Drag column right between *First_Name* and *Supervisor_FirstName* columns.

Last_Name	Employee_No	First_Name	Supervisor_FirstName
Bested	1015	Lyle	Sam
Biliski	1025	Jorge	Sam
Couture	1080	Leo	Sam
Doctore	1020	Angela	Sam
Fitchett	1075	Mike	Haah
Fitzouris	1035	Valerie	Haah
Hicke	1030	Thom	Roman
Jhawar	1070	Ballor	Haah
Ladreniere	1040	Clay	Roman
Luzniowski	1065	Norm	Sam
McKnight	1060	Donald	Roman
Thurston	1055	Edward	Roman
Yiu	1045	Terry	Roman
Zakowski	1050	Carl	Haah



© Paradigm Publishing Inc.

ACTIVITY 3.10

Resizing and Moving Columns in a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click *Employee_No* column head.
- Position mouse pointer on right border of selected column head until pointer displays as left- and right-pointing arrow then drag right to widen column as shown so all column head text is visible.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Resizing and Moving Columns in a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Click *Last_Name* column head then widen column to add space as shown.

Employee_No	First_Name	Last_Name	Supervisor_FirstName	Supervisor_LastName	Annual_Review_Date
1015	Lyle	Bested	Sam	Verwing	20-09-10
1025	Jorge	Biliski	Sam	Verwing	20-09-10
1080	Leo	Couture	Sam	Verwing	17-02-10
1020	Angela	Doctore	Sam	Verwing	03-04-10
1075	Mike	Fitchett	Haah	Potina	19-04-10
1035	Valerie	Fitzouris	Haah	Potina	13-04-10
1030	Thom	Hicke	Roman	Depubli	23-04-10
1070	Ballor	Jhawar	Haah	Potina	20-09-10
1040	Clay	Ladreniere	Roman	Depubli	14-04-10
1065	Norm	Luzniowski	Sam	Verwing	05-08-10
1060	Donald	McKnight	Roman	Depubli	22-02-10
1055	Edward	Thurston	Roman	Depubli	22-02-10
1045	Terry	Yiu	Roman	Depubli	10-09-10
1050	Carl	Zakowski	Haah	Potina	09-08-10

- Click *Annual_Review_Date* column head then widen column so all of column head and data is displayed.



© Paradigm Publishing Inc.

ACTIVITY 3.10

Resizing and Moving Columns in a Report

Links to Activities

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5
- 3.6
- 3.7
- 3.8
- 3.9
- 3.10

- Edit title text to delete underscore characters between words and insert space in place of each.

Employee_No	First_Name	Last_Name	Supervisor_FirstName	Supervisor_LastName	Annual_Review_Date
1015	Lyle	Bested	Sam	Verwing	20-09-10
1025	Jorge	Biliski	Sam	Verwing	20-09-10
1080	Leo	Couture	Sam	Verwing	17-02-10
1020	Angela	Doctore	Sam	Verwing	03-04-10
1075	Mike	Fitchett	Haah	Potina	19-04-10
1035	Valerie	Fitzouris	Haah	Potina	13-04-10
1030	Thom	Hicke	Roman	Depubli	23-04-10

- Save and print report.
- Close Employee_Annual_Reviews report.
- Redisplay Navigation pane.
- Close **WEEmployees3.accdb**.



© Paradigm Publishing Inc.