

Skills

- Use functions in a query to calculate statistics
- Summarize data in a crosstab query
- Summarize data in a PivotTable
- Summarize data in a PivotChart
- Create a find duplicates query
- Create a find unmatched query
- Create a calculated control object in a form and report
- Create a label control object in a form and report

Skills

- Move and resize control objects in a report
- Sort in a form or report
- Create a new database using a template

ACTIVITY 4.1

Calculating Statistics Using Functions

- Open **WEEmployees4.accdb** and enable content.
- Click Create tab then click Query Design in Other group.
- At Show Table box, with Tables tab selected, double-click *Employees* then click Close.
- Double-click *Annual_Salary* four times in *Employees* table field box.

Field:	Annual_Salary	Annual_Salary	Annual_Salary	Annual_Salary
Table:	Employees	Employees	Employees	Employees
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click Totals Σ Totals in Query Tools Design tab.

ACTIVITY 4.1

Calculating Statistics Using Functions

- Click in *Total* row in first *Annual_Salary* column in design grid, click down-pointing arrow, then click *Sum*.
- Click in *Total* row in second *Annual_Salary* column, click down-pointing arrow, then click *Avg*.
- Change *Total* option to *Max* for third *Annual_Salary* column.
- Change *Total* option to *Min* for fourth *Annual_Salary* column.
- Click Save, type **Salary_Statistics** in *Query Name* box at Save As dialog, then press Enter or click OK.

ACTIVITY 4.1

Calculating Statistics Using Functions

- Click Run .
- Switch to Design View.
- Click in any row in first column in design grid then click Property Sheet button in Show/Hide group.
- Click in *Caption* property box then type **Total Salaries**.
- Click in any row in second column in design grid.
- Click in *Caption* property box then type **Average Salary**.

SumOfAnnu -	AvgOfAnnu -	MaxOfAnnu -	MinOfAnnu -
\$709,045.00	\$46,320.23	\$69,725.00	\$38,175.00

ACTIVITY 4.1

Calculating Statistics Using Functions

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- Repeat previous steps to change *Caption* field property for third and fourth columns to **Maximum Salary** and **Minimum Salary**.

- Close Property Sheet pane then click Run.

SumOfAnnual_Salary	Average Salary	Maximum Salary	Minimum Salary
\$7,019,045.00	\$46,830.23	\$69,725.00	\$38,175.00

- Adjust column widths to Best Fit in query results datasheet then print datasheet.

- Switch to Design View.



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ACTIVITY 4.1

Calculating Statistics Using Functions

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- Click Office then **Save As**. Change name in *Save 'Salary_Statistics'* to box to **Salary_Statistics_byDept** then press Enter or click OK.

- Double-click *Department* in field box for Employees table.

- Run query then print query results in landscape orientation.

SumOfAnnual_Salary	Average Salary	Maximum Salary	Minimum Salary	Department
\$125,004.00	\$486,429.14	\$69,725.00	\$38,175.00	European Distribution
\$308,046.00	\$486,005.75	\$69,725.00	\$38,175.00	North American Distribution
\$125,995.00	\$46,830.71	\$69,725.00	\$38,175.00	Overseas Distribution

- Close Salary_Statistics_byDept query. Click Yes when prompted to save changes.



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ACTIVITY 4.2

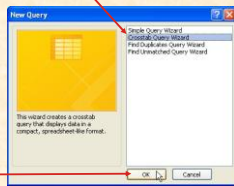
Summarizing Data Using a Crosstab Query

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- With **WEmployees4.accdb** open, click Create tab then click Query Wizard in Other group.

- Click **Crosstab Query Wizard** in New Query box then click OK.



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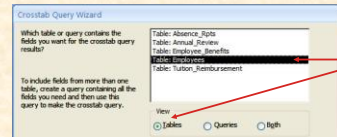
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Summarizing Data Using a Crosstab Query

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- At first Crosstab Query Wizard box with *Tables* selected in *View* section, click **Table: Employees** then click Next.



- At second Crosstab Query Wizard box, double-click **Department** in *Available Fields* list box to move field to *Selected Fields* box then click Next.



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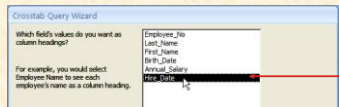
ACTIVITY 4.2

Summarizing Data Using a Crosstab Query

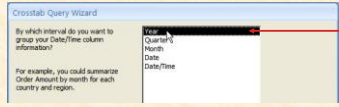
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- At third Crosstab Query Wizard box, click **Hire_Date** in field list box then click Next.



- At fourth Crosstab Query Wizard box, click **Year** in list box then click Next.



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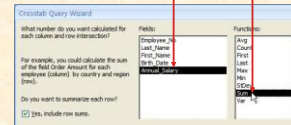
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Summarizing Data Using a Crosstab Query

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- At fifth Crosstab Query Wizard box, click **Annual_Salary** in *Fields* box then click **Sum** in *Functions* list box.



- Look at datasheet layout displayed in *Sample* section then click Next.

- Select existing text in *What do you want to name your query?* box, type **Payroll_byDept_byYear**, then click Finish.



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ACTIVITY 4.2

Summarizing Data Using a Crosstab Query

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- Minimize Navigation pane and Best Fit each column's width.

	Total Of Annual Tuition	2009	2010	2011	2012	2013	2014	2015
Overseas Distribution	\$25,004.00	\$60,720.00	\$96,932.00	\$86,511.00	\$63,689.00	\$68,375.00		
North American Distribution	\$288,494.00	\$60,720.00	\$126,101.00	\$41,692.00	\$80,332.00	\$26,175.00		
Overseas Distribution	\$213,490.00	\$60,720.00	\$94,239.00	\$44,395.00	\$82,248.00	\$87,332.00		

- Print query results datasheet in landscape orientation and with a left and right margin of 0.5 inch.
- Close Payroll_byDept_byYear query. Click Yes to save changes to layout.
- Redisplay Navigation pane.



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ACTIVITY 4.3

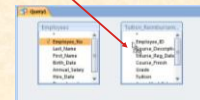
Summarizing Data Using PivotTable View

Links to Activities

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- With **WEEmployees4.accdb** open and Create tab active, click Query Design then create a new query as follows:

- Add *Employees* and *Tuition_Reimbursement* tables to design grid.
- Drag *Employee_No* field from *Employees* field box to *Employee_ID* field in *Tuition_Reimbursement* field box.



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ACTIVITY 4.3

Summarizing Data Using PivotTable View

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- Add following fields in order: *First_Name*, *Last_Name*, *Department*, *Date_Reimbursed*, and *Tuition*.

Field Name	Last Name	Department	Date_Reimbursed	Tuition
Table	Employees	Employees	Tuition_Reimbursement	Tuition_Reimbursement
Sort				
Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Save query and name it *Tuition_Payments*.

- Run query to view query results datasheet.
- Click down-pointing arrow on View button in Home tab then click *PivotTable View*.



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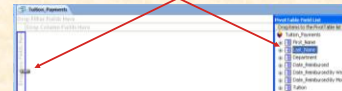
ACTIVITY 4.3

Summarizing Data Using PivotTable View

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- Click *Last_Name* in PivotTable Field List box, drag field to section labeled *Drop Row Fields Here* until a blue border outlines section, then release mouse.



- Click *Date_Reimbursed* in PivotTable Field List box, drag field to section labeled *Drop Column Fields Here* until a blue border appears, then release mouse.

- Click *Department* in PivotTable Field List box then drag field to section labeled *Drop Filter Fields Here*.



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ACTIVITY 4.3

Summarizing Data Using PivotTable View

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- Click *Tuition* in PivotTable Field List then drag field to section labeled *Drop Totals or Detail Fields Here*.

Department		Date_Reimbursed					Grand Total
All		24-Dec-09	05-Jan-10	18-Jan-10	10-Feb-10	01-May-10	No Totals
Last_Name	Tuition	Tuition	Tuition	Tuition	Tuition	No Totals	
Deppulis	\$704.00	\$1,145.00					
Donatator	\$485.00						\$518.00
Hicks			\$674.00				
Postma			\$887.00		\$585.00		
Vestering	\$1,575.00				\$543.00		
Yeo			\$945.00		\$1,145.00		
Grand Total							

- Click one of *Tuition* column heads.



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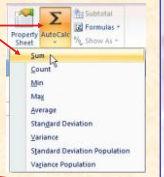
ACTIVITY 4.3

Summarizing Data Using PivotTable View

Links to Activities

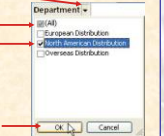
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- Click AutoCalc in Tools group of PivotTable Tools Design tab then click *Sum*.



- Click filter arrow to right of *Department*.

- Click *(All)* check box to clear box for all department names, click *North American Distribution* check box to insert check mark, then click OK.



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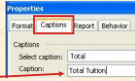
ACTIVITY 4.3

Summarizing Data Using PivotTable View

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- Right-click *Sum of Tuition* column head then click *Properties* at shortcut menu.
- Click *Captions* tab in Properties sheet, click in *Caption* box, delete *Sum of Tuition*, then type **Total Tuition**.
- Click *Format* tab, click **Bold**, click *Fill Color* arrow next to *Background color*, click *SkyBlue* color, then close Properties sheet.



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ACTIVITY 4.3

Summarizing Data Using PivotTable View

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- Right-click *Grand Total* row head, click *Properties* at shortcut menu, click *Format* tab, click red *Font Color* in *Text format* section, then close Properties sheet.
- Change font color of values in *Grand Total* column by completing steps similar to previous.
- Save then print PivotTable.
- Close *Tuition_Payments* query. Click Yes if prompted to save layout changes.



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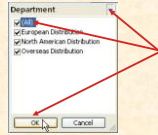
ACTIVITY 4.4

Summarizing Data Using PivotChart View

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- With *WEmployees4.accdb* open, open *Tuition_Payments* query.
- Click *View* arrow in Home tab then click *PivotChart View*.
- Click *Field List* in PivotChart Tools Design tab to close Chart Field List.
- Click *Department* filter arrow, click *(All)* check box to select all departments, then click OK.



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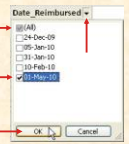
ACTIVITY 4.4

Summarizing Data Using PivotChart View

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- Click *Date_Reimbursed* filter arrow, click *(All)* check box to clear all dates, click *01-May-10* check box, then click OK.
- Right-click *Axis Title* at bottom of chart then click *Properties* at shortcut menu.
- Click *Format* tab in Properties sheet, click in *Caption* box, delete existing text, type **Tuition Payments for May 1, 2010**, then close Properties sheet.



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ACTIVITY 4.4

Summarizing Data Using PivotChart View

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- Click *Axis Title* at left of chart to select title then press *Delete*.
- Click *Save*.
- Change page orientation to *landscape* then print PivotChart.
- Change to *PivotTable* view.



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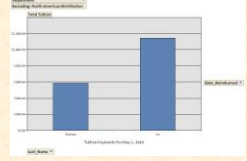
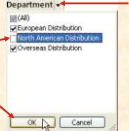
ACTIVITY 4.4

Summarizing Data Using PivotChart View

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- Click *Department* filter arrow, click *North American Distribution* check box to clear it, then click OK.
- Change to *PivotChart* view.
- Print revised PivotChart.
- Save then close *Tuition_Payments* query.



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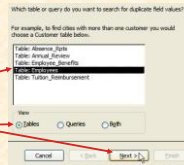
ACTIVITY 4.5

Using a Query to Find Duplicate Records

Links to Activities

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- With **WEmployees4.accdb** open, click Create tab then click Query Wizard in Other group.
- Click **Find Duplicates Query Wizard** in New Query box then click OK.
- With **Tables** selected in View section of first Find Duplicates Query Wizard box, click **Table: Employees** then click Next.



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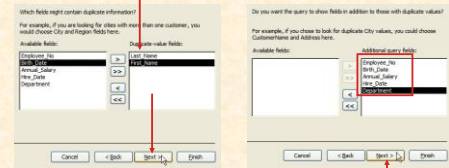
ACTIVITY 4.5

Using a Query to Find Duplicate Records

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- Double-click **Last_Name** and **First_Name** to move fields from **Available fields** box to **Duplicate-value fields** box then click Next.



- Move all fields from **Available fields** box to **Additional query fields** box then click Next.



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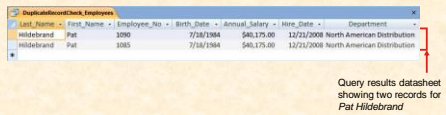
ACTIVITY 4.5

Using a Query to Find Duplicate Records

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- With text selected in **What do you want to name your query?** box, type **DuplicateRecordCheck_Employees** then click Finish.



- Print query results datasheet in landscape orientation.



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ACTIVITY 4.5

Using a Query to Find Duplicate Records

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- Move mouse pointer in record selector bar next to first record until pointer changes to right-pointing black arrow, right-click, then click **Delete Record** at shortcut menu.



- Click Yes to confirm record deletion.
- Close DuplicateRecordCheck_Employees query.



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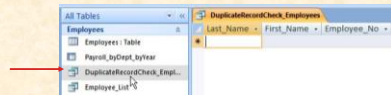
ACTIVITY 4.5

Using a Query to Find Duplicate Records

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- Double-click **DuplicateRecordCheck_Employees** in Navigation pane to reopen query. Query results is now a blank datasheet. Since you deleted duplicate record for Pat Hildebrand earlier, duplicate records no longer exist in Employees table.



- Close DuplicateRecordCheck_Employees query.



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ACTIVITY 4.6

Using a Query to Find Unmatched Records

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- With **WEmployees4.accdb** open and with Create tab active, click Query Wizard button in Other group.

- Click **Find Unmatched Query Wizard** in New Query dialog box then click OK.



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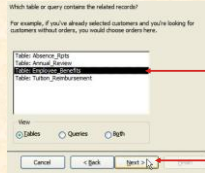
ACTIVITY 4.6

Using a Query to Find Unmatched Records

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- With *Tables* selected in *View* section of first Find Unmatched Query Wizard box, click *Table: Employees* then click Next.
- At second Find Unmatched Query Wizard dialog box, click *Table: Employee_Benefits* in table list box then click Next.



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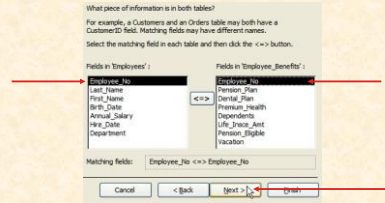
ACTIVITY 4.6

Using a Query to Find Unmatched Records

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- With *Employee_No* selected in *Fields in 'Employees'* and *Fields in 'Employee_Benefits'* boxes at third Find Unmatched Query Wizard box, click Next.



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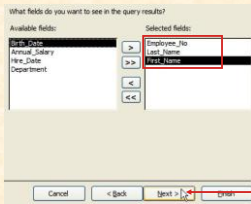
ACTIVITY 4.6

Using a Query to Find Unmatched Records

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- At fourth Find Unmatched Query Wizard box, double-click *Employee_No, Last_Name,* and *First_Name* to move fields from *Available fields* box to *Selected fields* box then click Next.



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ACTIVITY 4.6

Using a Query to Find Unmatched Records

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- With text already selected in *What would you like to name your query?* box, type **Unmatched_Employee_Benefits** then click Finish.
- Look at three records displayed in query results datasheet. These are employee records for which no record with a matching employee number exists in *Employee_Benefits* table.

Employee_No	Last_Name	First_Name
1045	Yiu	Terry
1080	Couture	Leo
1085	Hildebrandt	Pat

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ACTIVITY 4.6

Using a Query to Find Unmatched Records

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- Print query results datasheet then close Unmatched_Employee_Benefits query.
- Open *Employee_Benefits* table then add records to table as shown.

Employee_No	Pension_Plan	Dental_Plan	Premium_Health	Dependents	Life_Insur_Amt	Pension_Vacation
1045	Yes	No	Yes	3	\$150,000	01-May-04 2 weeks
1080	Yes	No	No	0	\$100,000	01-Feb-11 1 week
1085	Yes	Yes	Yes	4	\$185,000	01-Jan-12 1 week

- Close *Employee_Benefits* table.

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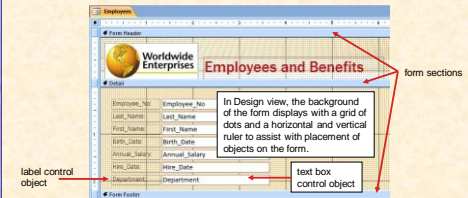
ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

Links to Activities

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- With *WEEmployees4.accdb* open, right-click *Employees* form in Navigation pane then click *Design View* at shortcut menu.
- Minimize Navigation pane to display more space in work area.



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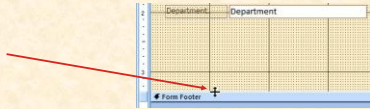
ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- Position mouse pointer at top of blue Form Footer section border until pointer displays with horizontal line with up- and down-pointing arrow then drag *Form Footer* section down to height shown.



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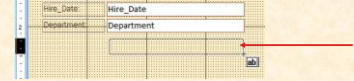
ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

Links to Activities

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- Click Text Box **ab1** in Form Design Tools Design tab.
- Position crosshairs pointer with text box icon below *Department* box control, drag to create object approximate height and width shown, then release mouse button.



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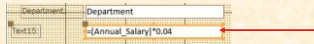
ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- Click in *Unbound* text box control.
- Type $=[\text{Annual_Salary}] * 0.04$ then press Enter.



- With calculated control object selected, click Property Sheet in Form Design Tools Design tab.



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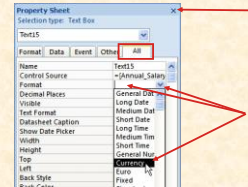
ACTIVITY 4.7

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- With All tab active in Property Sheet pane, click in *Format* box, click down-pointing arrow, then click *Currency*.



- Close Property Sheet task pane.



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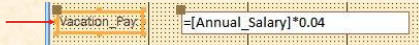
ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- Click to select label control object adjacent to calculated text box control.
- Click a second time inside selected label control object to display insertion point inside object, delete current text, type **Vacation_Pay:**, then press Enter.



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ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- With *Vacation_Pay* label control selected, point to border of object until pointer displays with four-headed move icon attached then drag control object until its left edge aligns with left edge of *Department* label control and vertical space between *Department* and *Vacation_Pay* is consistent with labels above.



- With *Vacation_Pay* label control still selected, drag middle right sizing handle right until right edge aligns with right edge of *Department* label control above.



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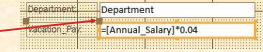
Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- Click to select calculated text box control object then drag large sizing handle at top left of control until left edge of object aligns with left edge of *Department* box control above. If necessary, use middle right sizing handle to increase or decrease width so right edges of both controls align.

Drag large handle at top left to move calculated text box control object independently



- Click in blank area of form to deselect control objects.
- If necessary, move and/or resize *Vacation_Pay* label control or calculated text box control to further adjust width or position of controls.



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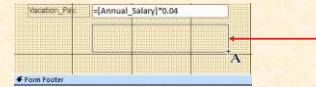
ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- Click Save.
- If necessary, click Form Design Tools Design tab.
- Click Label *Aa* in Controls group.
- Position crosshairs pointer with label icon attached below calculated text box control object then drag to create object with height and width shown.



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ACTIVITY 4.7

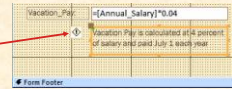
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- Type *Vacation Pay is calculated at 4 percent of salary and paid July 1 each year* then press Enter.

Error button displays when a new label object is added that is not associated with a control.



- Click Save button then switch to Form view.
- Scroll through records in form and note calculated text box control object update for each record.
- Switch to Layout view.



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ACTIVITY 4.7

Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

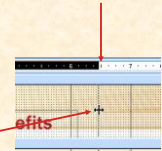
Links to Activities

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- Click to select calculated text box control object then click Align Left in Form Layout Tools Format tab.

- Switch to Design view.

- Position mouse pointer on right edge of form's grid until pointer changes to vertical line with left- and right-pointing arrow, drag edge of form left to position 6.5 on horizontal ruler, then release mouse.



- Switch to Form view.

- Click in *Last_Name* field in first record.



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Adding a Label and Calculation to a Form Using Design View; Sorting Data in a Form

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- Click Ascending button in Sort & Filter group of Home tab to sort records by *Last_Name* field values.



First record is changed after sorting

- With record for *Employee_No* 1015 displayed, click Office, click Print, click *Selected Record(s)* in *Print Range* section, then click OK.
- Close Employees form. Click Yes when prompted to save changes to form design.
- Redisplay Navigation pane.



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ACTIVITY 4.8

Adding a Label and Calculation to a Report Using Design View; Sorting Data in a Report

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- With *WEmployees4.accdb* open, click Create tab, click Query Design in Other group then create a new query as follows:

- Add Employees table to design grid.
- Add following fields in order: *Employee_No*, *First_Name*, *Last_Name*, *Hire_Date*, *Department*, and *Annual_Salary*.

Employee_No	First_Name	Last_Name	Hire_Date	Department	Annual_Salary
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Save query and name it *Employee_List*.



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ACTIVITY 4.8

Adding a Label and Calculation to a Report Using Design View; Sorting Data in a Report

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- Run query, view query results datasheet, then close query.



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ACTIVITY 4.8

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- Click Create tab, click Report Wizard, then create a new report as follows:
 - Add all fields from Employee_List query.
 - Double-click *Department* field at second Report Wizard box to group entries in report by department.
 - Click Next at third Report Wizard box to continue without sorting.



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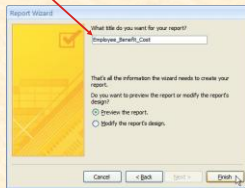
ACTIVITY 4.8

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- Choose *Block* layout in *Landscape* orientation.
- Choose *Trek* style.
- Type **Employee Benefit Cost** as title of report.



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ACTIVITY 4.8

Adding a Label and Calculation to a Report Using Design View; Sorting Data in a Report

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- Minimize Navigation pane then click Design View at right end of Status bar next to Zoom slider. If Field List pane is open, close task pane.
- If necessary, click Report Design Tools Design tab.
- Click Label **Aa** in Controls group.
- Position crosshairs with label icon attached in *Page Header* section to right of *Annual_Salary* drag to create an object sized as shown, then release mouse button.



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ACTIVITY 4.8

Adding a Label and Calculation to a Report Using Design View; Sorting Data in a Report

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- Type **Benefit_Cost** then press Enter.
- Click Text Box in Controls group.
- Position crosshairs with text box icon attached in *Detail* section below *Benefit_Cost* label, drag to create an object same height and width as label, then release mouse button.
- Click in text box control, type **=[Annual_Salary]*0.22**, then press Enter.



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ACTIVITY 4.8

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- Click label control to left of text box control then press Delete.
- Click Print Preview at right end of Status bar.
- Note calculated values are aligned at left edge of column, do not display a consistent number of decimal places, and border lines are not surrounding values as in remainder of report.
- Click Design view at right end of Status bar.

Annual_Salary	Benefit_Cost
\$44,387.00	9765.14
\$59,725.00	13139.5
\$44,694.00	9832.68



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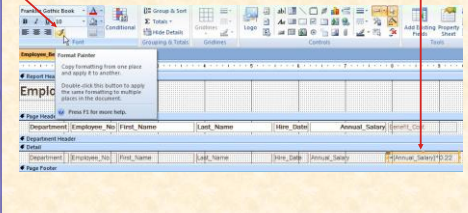
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- Click *Annual_Salary* control in *Detail* section, click *Format Painter* button in *Font* group of *Report Design Tools Design* tab, then click calculated text box control object containing mathematical expression.



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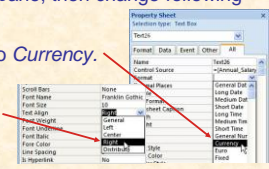
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- Click *Annual_Salary* control in *Page Header* section, click *Format Painter*, then click adjacent *Benefit_Cost* control to copy formatting attributes to new label object.
- Right-click calculated text box control object, click *Properties* at shortcut menu, click *Format* tab in *Property Sheet* task pane, then change following properties.
 - *Format* property to *Currency*.
 - *Text Align* property to *Right*.



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ACTIVITY 4.8

Adding a Label and Calculation to a Report Using Design View; Sorting Data in a Report

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- Close *Property Sheet* task pane.
- Click *Annual_Salary* control in *Detail* section, hold down *Shift* key and click adjacent calculated text box control object.
- With both objects selected, click *Report Design Tools Arrange* tab then click *Top* in *Control Alignment* group.

Annual_Salary	Benefit_Cost
\$44,387.00	\$9,765.14
\$69,725.00	\$15,339.50
\$44,694.00	\$9,832.68

- Repeat previous steps for above two labels in *Page Header* section.



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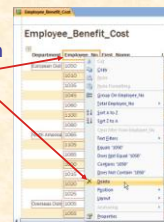
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- Switch to *Layout* view.
- Right-click *Employee_No* column head then click *Delete* at shortcut menu.
- Click to select *Department* column head then drag right border of selected head right until all text in column is visible for all three departments.
- Click *Save*.
- Click *Benefit_Cost* column head.



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ACTIVITY 4.8

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- Hold down *Shift* key and click over any calculated objects below column head.
- Position mouse pointer inside selected column until pointer changes to display four-headed arrow move icon then drag column right one-half inch.

Annual_Salary	Benefit_Cost
\$44,387.00	\$9,765.14
\$69,725.00	\$15,339.50
\$44,694.00	\$9,832.68

- Click *Hire_Date* column head, position pointer inside dotted box of selected column until pointer displays with four-headed arrow move icon, then drag column right to position it after *Annual_Salary*.



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ACTIVITY 4.8

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- Drag right border of *Hire_Date* column head to widen column until all dates are visible within column.

Annual_Salary	Hire_Date	Benefit_Cost
\$44,387.00	2/9/2003	\$9,765.14
\$69,725.00	1/30/1999	\$15,339.50
\$44,694.00	3/15/2001	\$9,832.68

- Move *Benefit_Cost* column left until space between *Hire_Date* and *Benefit_Cost* columns is consistent with spacing between other columns in report.
- If necessary, move, resize, and/or make further height or width adjustments to column heads.



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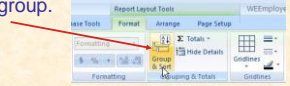
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- If necessary, switch to Design view and make height or width adjustments to calculated text box control until values in *Benefit_Cost* column are aligned and sized same as values in adjacent columns.
- In Layout view, edit report title to replace underscore characters between words with spaces.
- With report still in Layout view and Report Layout Tools Format tab active, click Group & Sort in Grouping & Totals group.



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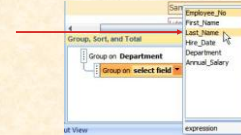
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- Click Add a sort button in Group, Sort, and Total pane then click *Last_Name*.



- Click Group & Sort button to remove Group, Sort, and Total pane.

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- Display report in Print Preview then print report.

Department	Last_Name	Annual_Salary	Hire_Date	Benefit_Cost
Business Development	Lee	\$45,889.00	8/17/2008	\$9,804.88
Design	Freemont	\$39,120.00	8/26/2008	\$8,269.00
Finance	Harvey	\$34,869.00	8/18/2008	\$7,334.81
General	McIntyre	\$45,250.00	8/25/2008	\$9,587.50
Health	Palma	\$39,720.00	8/20/2008	\$8,539.00
HR	Wu	\$42,280.00	8/19/2008	\$8,924.00
IT	Shawski	\$44,387.00	8/28/2008	\$9,788.14
Marketing	Green	\$45,861.00	8/21/2008	\$9,744.22
Operations	Blair	\$44,880.00	8/15/2008	\$9,478.00

Records are grouped first by Department. Within each Department group, records are sorted by Last_Name.

- Close Print Preview then close Employee_Benefit_Cost report. Click Yes when prompted to save changes to report design.
- Redisplay Navigation pane.
- Close WEmployees4.accdb.

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ACTIVITY 4.9

Creating a New Database Using a Template

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- At *Getting Started with Microsoft Office Access* screen, double-click *Contacts* in Featured Online Templates section in center pane.

- Click *File Name* button next to *File Name* text box in right pane.



- At File New Database box, navigate to AccessS4 folder on your storage medium, edit name in *File Name* text box to *WEContacts4.accdb*, then click OK.
- Click Download.

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ACTIVITY 4.9

Creating a New Database Using a Template

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- Redisplay Navigation pane.
- Click down-pointing arrow to right of Contacts Navigation at top of Navigation pane then click *Object Type*.
- Note Contacts database template has one table, one query, two forms, and two reports created.
- Close Contact List form then open Contacts table datasheet.
- Switch to Design view.



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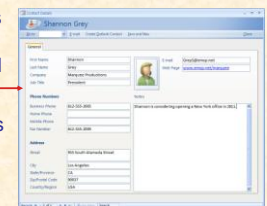
ACTIVITY 4.9

Creating a New Database Using a Template

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- Review field names, data types, and field properties for each field in table then close table.
- Open Contact Details form and enter data into new blank record as shown.
- Close Contact Details form.
- Open each of other objects and review data for Shannon Grey.
- Close WEContacts4.accdb.



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