

## CA141 - Homework #10

**Objective:** Practice creating reports auto report and report wizard. Modify the reports in layout and design view.

**Assignment:** Download the **Reports** database from the class web site. Change the database name by adding “your first name” to name your database **Reports\_yourfirstname**.

**All Reports:**

- 1) Name the reports appropriately, see class notes
  - ✓ Add the number before the name, to help me grade
  - ✓ Example: **1rptCheckOutBooks**
- 2) Only design the forms as shown, do not add more modifications, unless requested.
  - i. Hint move the field labels and field data text boxes at the same time.
  - ii. Use the shift key to select more than one box at a time.
  - iii. After selecting the pair of boxes, use the arrow keys to perform precision control box movement.

### *Create Reports*

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1. Create a phone list report using tbl\_Employees using the Report button
  - a. Delete extra fields
  - b. Change title
  - c. Add logo
  - d. Group on departments
  - e. Sort by last name then first name
  - f. Create and add a Company Name to the page footer, so it is displayed on each page.
  - g. Adjust page so it all fits on one page without deleting data.
  - h. Slide #27 – review and implement
  - i. Locate and print only those employees with the 719 area code. Use filter.
2. Two tables Create a report using the report wizard on tbl\_C\_MusicCollection and tbl\_C\_Songs using the report wizard
  - a. Use only these fields: Artist, Title, Type, PricePaid, SongName, Length
  - b. View data with MusicCollection table on top
  - c. No grouping
  - d. Sort by SongName
  - e. Summary Options show Average Length
  - f. Outline Layout and portrait orientation
  - g. Apply the Paper style
  - h. Change title
  - i. Add logo
  - j. Conditional format: set length to “italics and red “if the song is longer than 5.0
  - k. Set margins: top/bottom 1” and left/right 0.75”
  - l. Fix so no empty pages will print, set right side of paper area to 7” in Design View
  - m. Slide #27 – review and implement

- n. Print out the total price paid for all CD's at the end of report, (suggest: use Layout View and Total)
  - o. Average the song length for each CD and at the end of report (suggest: use Layout View and Total)
  - p. Print the first page.
3. Create a mailing labels using tbl\_D\_Customers, using Report Label Wizard
- a. Use Avery 8372 label
  - b. Use Baskerville Old Face 14, font weight normal, italic, choose your own color.
  - c. Layout label to look like this:  
*Wonder Drywall*  
*Attn: Carrie Zygote*  
*8607 Ferndale St*  
*Grenoble, CO 80631*
  - d.
  - e. Sort by Zip, State, City
  - f. Print the first page

*Hand In*

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1. Bring printouts to class.
2. Submit your homework file by uploading it via the class web site.
3. Due by April 29th by 6 pm.