

## CA141 – In Class Activity #11

**Objective:** Export Objects to Excel, Word and create HTML file. Practice adding charts to reports. Practice letter reports.

**Assignment:** Download the *PracticeReports2* database from the class web site.



### **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 Letter Reports & Export Objects*

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1. Export a table or query to HTML format. Select table External Data/ Export/More/HTML.
2. Export table or query to Word. Select table External Data/ Export/Word.
3. Export table or query to Excel. Select table External Data/ Export/Excel.
4. Report using Chart Wizard – Create a pie and bar chart.
  - a. Create a Blank Report, go to Design View, Design/Controls/Insert Chart.
  - b. Draw a large square in middle of Detail section. This will start the Chart Wizard.
  - c. Choose qrySwimwearTotalByModel. Use both fields. Choose Pie chart. Name the chart.
  - d. Make a bar chart, make Detail larger,
  - e. Start chart wizard – in Design View, Design/Controls/Insert Chart.
  - f. Draw a large square under the first chart.
  - g. Choose qrySwimwearCountOfColor. Use both fields. Choose Bar chart. Name the chart.
  - h. Add logo and Report title.
5. Letter Reports - Create letter telling the employee their annual raise and their beginning and ending salary use tbl\_Employees and Report wizard.
  - a. Make a query using tbl\_B\_Employees and tbl\_B\_Departments , include department and two new fields
  - b. Use all 7 query fields
  - c. Do not Group by on any fields
  - d. Sort by last name then first name
  - e. Layout tabular and Portrait
  - f. Style Paper
  - g. Name report.

- h. Paginate properly - open property sheet, select Cardholder ID Header, Format tab, Force New Page, Before Selection
  - i. Fix the page size and move fields to fit; set margins to wide setting (top/bottom 1.0" and left/right 0.75") so using 8.5" wide x 11" long paper means 7" wide work space for letter.
  - j. Design View
    - a. Remove report header by delete text box and shrink
    - b. Letter Head - Open page header add company name and logo
    - c. Letter Body – remove all field labels
      - i. Arrange data fields like a letter
      - ii. Add date field 4/29/2008
      - iii. Add word Dear and concatenate with FName and LName
      - iv. Add word Department and concatenate with department data field
      - v. Add word Employee ID and concatenate with Employee\_ID field
      - vi. Add body using TEXT Box . This will be one large concatenate to **INCLUDE DATA FIELDS**. It will automatically word wrap. For a new line, press at the same time Shift+Enter keys.
      - vii. Add a closing
    - k. Remove page number in report footer and shrink
    - l. Letter change font to Century Schoolbook, 16, and black.
6. Export rptAnnualSalary Letter to Word and save as 2008AnnualSalaryLtr.docx. Next year, print same letter and save to 2009AnnualSalaryLtr.docx. This saves the report at a place in time.
7. Letter Reports – Create a letter mail to the Library cardholders to remind them of the books and their due dates. Use Report Wizard and two tables; tbl\_A\_Cardholders and tbl\_A\_Books.
- a. Use fields FName, LName, Address, City, State, Zip, BookID, DueDate, Title, Author
  - b. View with one record on top
  - c. No grouping
  - d. Sort DueDate, Title, Author
  - e. Layout Outline and Portrait
  - f. Style Paper
  - g. Name report.
  - h. Design View
    - i. Remove report header by delete text box and shrink
    - ii. Letter Head - Open page header add library name and logo
    - iii. Letter Body – remove all field labels
      - 1. Arrange data fields like a letter
      - 2. Concatenate FirstName and LastName , can use expression builder
      - 3. Concatenate City, State and Zip
      - 4. Add date field 4/29/2008
      - 5. Add word Dear and concatenate with FName and LName
      - 6. Add body using LABEL . This body does not contain field data, it is one big label! It will automatically word wrap. For a new line, press at the same time Shift+Enter keys.
      - 7. Add a closing

8. Fix the page size and move fields to fit; set margins to wide setting (top/bottom 1.0" and left/right 0.75") so using 8.5" wide x 11" long paper means 7" wide work space for letter.
  - i. Remove page number in report footer and shrink
  - j. Paginate properly - open property sheet, select Cardholder ID Header, Format tab, Force New Page, Before Selection
  - k. Letter change font to Candara, 12, and black.
  
8. Export rptBooksDueLetter to Word and save as SpringBooksDueltr.docx. Next season, print same letter and save to SummerBooksDueltr.docx. This saves the report at a place in time.

*Hand In*

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1. Nothing to hand in. In class activity only.