

Review, Forms, and Macros Exercise

Use the DBPractice.mdb file to complete each of the following MS Access Database Exercises.

Query and Reports Review

1. Build a report using a landscape page format with ½ inch margins that shows all RIS Numbers, Hours, Volume, SC, and Errors where the Service Center (SC) data field is not empty.
2. An approved RIS number has the letter “A” in the ninth position of the RIS_NO field. All pending RIS numbers have the letter “P” in the ninth position. RISs amendments have numbers other than “0” in the last 2 positions of the RIS_NO field. Build a report that shows RIS Numbers, Hours, Volume, SC, and Errors for all pending RISs. Include a total count of the number of RISs in the report footer.
3. Build a Report that includes RIS Numbers, Hours, Volume, SC, and Errors that groups all of each service center’s data together. Include a function that counts the total number of records that are included for each service center.

Forms Creation Exercise

4. Build a form to view and enter all data fields in the RIS table. Get fancy and use multiple colors for fonts, back grounds and borders. Add some control buttons to find records and navigate forward and backward through the database.
5. Build a form that shows only the RIS Number and Service Center fields for records that do not have Service Center entries. Do not allow the RIS_NO field to be changed.
6. Add a list or combo box to the form you created in exercise 5 that allows a user to select a service center value of only 10, 12, 14, or 16

Macro Creation Exercise

7. Build a macro that will show two of your reports in preview mode. Place a command button on one of your forms and link it to your report printer macro.
8. Build a macro that will set that hours field of any record to 10 when the field on the form is double clicked.