



Access 2021 In Practice - Ch 4 Independent Project 4-4

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American River Cycling Club Wants To Add A Report And Form To Their Database. To Ensure Consistency, The Starting File Is Provided For You. Create A Form With The *Form* Button. Edit The Form In *Layout* View And Add A Button. Create A Report Using The *Blank Report* Option. In *Layout* View, Modify The Layout And Add A Title And Grouping. Preview The Results.

[Student Learning Outcomes 4.1, 4.2, 4.3, 4.5, 4.6, 4.8]

File Needed: **AmericanRiver-04.accdb** (Available from the Start File link.)

Completed Project File Name: **[First Name.Last Name]-AmericanRiver-04.accdb**

Skills Covered in This Project

- Create a form using the *Form* button.
- Edit the form in *Layout* view.
- Add the current date to a form.
- Add buttons to a form.
- Set form properties.
- Create a blank report.
- Edit the report in *Layout* view.
- Add grouping to a report.
- Preview a report.

Steps to complete This Project

Mark the steps as checked when you complete them.

1. ☐ Open the **AmericanRiver-04** database start file.
2. ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
3. ☐ Enable content in the database.
4. Create a form using the *Form* button.
 - a. ☐ Select the **RaceResults** table and create a new form using the *Form* button. Your form should look similar to Figure 4-150, although the layout may be different depending on the size of the Access window when you created the form.
 - b. ☐ Save the form as **ViewRaceResults**.

Figure 4-150 **RaceResults** form created with *Form* button

5. Edit the form in *Layout* view.
 - a. ☐ Open the *Property Sheet*.
 - b. ☐ Change the *Width* of the **RaceID** text box to be **1"**. Remember that all the fields in this column change to the new width.
 - c. ☐ Add two rows below the **AgeGroup** field.
 - d. ☐ Change the *Height* of the bottom row to **.4"**.
 - e. ☐ Select the **RaceID** label and change the *Top* property to **.75"** and the *Left* property to **1.25"**. This moves the control layout down and to the right.
 - f. ☐ Add the date to the form. Choose the *DD-Mon-YY* format. If necessary, deselect the **Include Time** check box so that only the date is added.
 - g. ☐ Select the **Auto_Date** text box control in the *Form Header* and change the *Width* of the **Auto_Date** to **1"** and the *Left* property to **4.75"**.
 - h. ☐ Change the wording of the **RaceResults** label to read **Member Race Results**. Be careful to enter a space between each word.
 - i. ☐ Change the *Width* of the **Auto_Header** label to **2.5"**. The form should be similar to Figure 4-151, although you have not yet added the button.

Figure 4-151 Completed **ViewRaceResults** form

6. Add a button to the form.
 - a. ☐ Add a command button into the right-most cell in the second added row. The button should close the form [*Form Operations* category].
 - b. ☐ Choose the **Text** radio button and use the suggested wording.
 - c. ☐ Save the button as **ViewFormCloseButton**.
7. Edit the form properties to limit user edits and deletions.
 - a. ☐ Set the *Data Entry*, *Allow Additions*, *Allow Deletions*, and *Allow Edits* properties to **No** in the *Property Sheet* of the form.
 - b. ☐ Close the *Property Sheet*.
 - c. ☐ Save the form.
8. Switch to *Form* view. The complete form should look similar to Figure 4-151.
9. Create a report using the *Blank Report* button.
 - a. ☐ Add all the fields from the **Members** table. The report should look similar to Figure 4-152.

Figure 4-152 Add fields into a blank report

10. Add grouping into the report.
 - a. ☐ Group the report on the **City** field.
 - b. ☐ Save the report as **ClubMembers**.
 - c. ☐ Close the *Group, Sort, and Total* pane.
11. Modify the layout of the report.
 - a. ☐ Select the **Page Setup** tab.
 - b. ☐ Click **Margins** [*Page Size* group] and select **Normal**.

- c. ☐ Change the page layout to **Landscape**. Notice the light gray vertical, dashed line to the left of the cell phone field. This indicates that the cell phone column does not fit on the same page as the other fields.
 - d. ☐ Change the *Width* of the *Member ID* column to **.8"**.
 - e. ☐ Change the *Width* of the *First Name* and *Last Name* columns to **.9"**.
 - f. ☐ Change the *Width* of the *Address* column to **1.7"**.
 - g. ☐ Change the *Width* of the *State* and *ZIP* columns to **.5"**.
 - h. ☐ Change the *Width* of the *Email* column to **2"**.
 - i. ☐ Close the *Property Sheet*.
 - j. ☐ Add a title to the report and enter **List of Club Members** as the title text.
 - k. ☐ Apply the **Center** format, on the *Format* tab, to the title.
 - l. ☐ Add page numbers to the bottom of the report. Use the **Page N of M** format and **Center** the alignment.
12. ☐ Save the changes made to the report.
 13. View the report in *Print Preview*.
 - a. ☐ Adjust the zoom to **One Page**. The report should look similar to Figure 4-153.

List of Club Members								
City	Member ID	First Name	Last Name	Address	State	ZIP	Email	Cell Phone
Auburn								
	3	Ryan	Thomas	2227 Alexandra Drive	CA	95602	rtomas@gmail.com	916-753-5586
	14	Randy	Clemmins	7336 Lester Road	CA	95602	rclemmins@phre.com	916-450-3330
	18	Dean	Teague	2112 Stonebrook Court	CA	95602	teague.dean@sac.rr.com	916-999-2222
Cameron Park								
	7	Melanie	Figueroa	4511 Johnson Court	CA	95682	mfigueroa@phre.com	916-450-3336
	1	Geneva	Lingle	1850 Stoneridge Court	CA	95682	glingle@gmail.com	780-886-6625
Fair Oaks								
	10	Rick	Hermenn	9035 Masi Drive	CA	95628	rickh@gmail.com	916-450-6719
	5	Margaret	Jepson	28861 Newcastle Road	CA	95628	margaret@sac.rr.com	780-862-9851
Folsom								
	2	Megan	Walters	7105 High Street	CA	95630	mwalters@mcc.com	916-451-8325
Lincoln								
	11	Karen	Graves	6003 Ashland Road	CA	95648	kgraves@phre.com	916-450-3892
Rocklin								
	4	Roy	Baxter	705 First Street	CA	95677	roy@centralsierra.com	780-886-2471
	8	Sue	Schooler	4183 Braxton Way	CA	95677	sschooler@gmail.com	780-824-3525
Roseville								
	12	Robyn	Constantini	9581 Magnolia Way	CA	95661	robyn@gmail.com	780-886-2471
	6	Javier	Mendoza	8364 Marshall Street	CA	95661	mendoza120@hotmail.com	916-450-3329
	13	John	Burgess	85741 Auberry Road	CA	95661	iburgess@hotmail.com	780-886-5862
	15	Amber	Harrison	488 Yale Drive	CA	95661	aharrison24@gmail.com	780-824-1111
	16	Mark	Pohlman	7377 Acorn Glen Loop	CA	95661	mpohlman@hotmail.com	916-541-5339

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Figure 4-153 *Print Preview* of completed report

- b. ☐ Close *Print Preview*.
14. ☐ Close the report.
 15. ☐ Close the database.
 16. ☐ Upload and save your project file.
 17. ☐ Submit project for grading.