

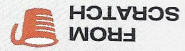


You are the general manager of a large hotel chain. You track revenue by categories, such as conference room rentals and weddings. You need to create a report that shows which locations are earning the most revenue in each category. You will also create a report to show you details of your three newest areas: St. Paul, St. Louis, and Seattle.

- Open *a04m1Rewards*. Save the database as *a04m1Rewards_LastFirst*.
- Select the **Members table** and create a **Multiple Items** form. Save the form as **Maintain Members**.
- Modify the form in **Layout** view as follows:
 - Change the **MemNumber** label to **MemID** and reduce the **MemNumber** column width.
 - Adjust the column widths to eliminate extra white space.
 - Delete the form icon (the picture next to the title of the form) in the **Form Header**.
- Change the sorting on the **MembersSince** control so that the members who joined most recently are displayed first.
- Click on the **LastName** field. Change the **Control Padding** to **Wide**. Hint: Search **Control Padding** in **Access Help**.



- The controls have some extra space between them.
- Save and close the form.
- Select the **Revenue query** and create a report using the **Report Wizard**. Answer the wizard prompts as follows:
 - Include all fields.
 - Add grouping by **City** and by **ServiceName**.
 - Add a **Sum** to the **Revenue** field and check the **Summary Only** option.
 - Choose **Outline Layout**.
 - Name the report **Revenue by City and Service**.
- Scroll through all the pages to check the layout of the report while in **Print Preview** mode.
- Exit **Print Preview**. Switch to **Layout** view and delete the **NumInParty** and **PerPersonCharge** controls.
- Change the font size, font color, and/or background color of the **Sum** control (not the **Revenue** control) so the control stands out from the other controls.
- Change the font size, font color, and/or background color of the **Grand Total** control (found at the end of the report) so the control stands out as well.
- Change the sort on the report, so that it sorts by city in descending order—that is, so that the last city alphabetically (St. Paul) is displayed first.
- Examine the data in the report to determine which city of St. Paul, St. Louis, and Seattle has the highest **Sum** of event revenue. You will use this information to modify a query.
- Modify the **Totals by Service** query so the criteria for the **City** field is the city you determined had the highest sum from St. Paul, St. Louis, or Seattle. Save and close the query.
- Create a report using the **Report tool** based on the **Totals by Service** query. Name the report **Targeted City**.
- Close the report. Close the database.
- Exit **Access**. Submit based on your instructor's directions.



You are helping to organize a benefit auction to raise money for families who lost their homes in a natural disaster. The information for the auction is currently stored in an Excel spreadsheet, but you have volunteered to migrate this to Access. You will create a database that will store the data from Excel in an Access database. You will create a form to manage the data-entry process. You also need to create

Your boss asked you to prepare a schedule for each speaker for the national conference being hosted next year on your campus. She wants to mail the schedules to the speakers so that they can provide feedback on the schedule prior to its publication. You assure her that you can accomplish this task with Access.

Database File Setup

You need to copy an original database file, rename the copied file, and then open the copied database to complete this capstone exercise. After you open the copied database, you replace an existing employee's name with your name.

- Open *a04c1_NatConf*.

- Save the database as *a04c1NatConf_LastFirst*.

- Open the Speakers table.

- Find and replace *YourName* with your name. Close the table.

Create and Customize a Form

You need to create a form to add and update Speakers. Use the Form tool to create the form and modify the form as explained. You will also add a layout to an existing form.

- Select the **Speakers** table as the record source for the form.

- Use the Form tool to create a new stacked form.

- Change the title to **Enter/Edit Speakers**.

- Reduce the width of the text box controls to approximately half of their original size.

- Delete the Sessions subform.

- View the form and data in Form view. Sort the records by *LastName* in ascending order.

- Save the form as **Edit Speakers**. Close the form.

- Open the Room Information form in Layout view. The form does not have a Form Layout. Select all controls and apply the **Stacked Layout**.

- Save and close the form.

Create a Report

You need to create a report based on the **Speaker and Room Schedule** query. You decide to use the Report Wizard to accomplish this task. You will also need to email the schedule to the presenters, so you will save the report as a PDF.

- Select the **Speaker and Room Schedule** query as the record source for the report.

- Activate the **Report Wizard** and use the following options as you go through the Wizard:

- Select all of the available fields for the report.
- View the data by Speakers.
- Accept *LastName* and *FirstName* as grouping levels.
- Use **Date** as the primary sort field in ascending order.
- Accept the Stepped and Portrait options.
- Save the report as **Speaker Schedule**.
- Switch to Layout view and apply the **Organic theme** to only this report.

- Preview the report. Switch to Layout view. Adjust the column widths if necessary.

- Switch to Print Preview and save the report as a PDF named *a04c1Speaker_LastFirst*.

- When the PDF displays, close the program that displays it and return to Access. Exit Print Preview. Close the report.

Add an Additional Field

You realize the session times were not included in the query. You add the field to the query and then start over with the Report Wizard.

- Open the **Speaker and Room Schedule** query in Design view.

- Add the **StartingTime** field in the Sessions table to the design grid, after the Date field. Run the query.

- Save and close the query.

- Click the **Speaker and Room Schedule** query. Start the Report Wizard again and use the following options:

- Select all of the available fields for the report.
- View the data by Speakers.
- Use the *LastName*, *FirstName* fields as the primary grouping level.
- Use Date as the primary sort field in ascending order.
- Use *StartingTime* as the secondary sort field in Ascending order.
- Select the **Stepped** and **Portrait** options.
- Name the report **Speaker Schedule Revised**.
- Switch to Layout view and apply the **Facet theme** (first row, second column) to only this report.

- Adjust the column widths in Layout view so that all the data is visible.

- Add a space to the column heading labels as needed. For example, the column *LastName* should read *Last Name*.

- Save and close the report. Close the database.

- Exit Access. Submit the database and PDF based on your instructor's directions.