

APPLY

## Case Problem 2

Data File needed for this Case Problem: Training.accdb (cont. from Tutorial 6)

**Parkhurst Health & Fitness Center** Martha Parkhurst wants you to create a custom report and mailing labels for the Training database. The custom report will be based on the results of a query you will create. You will create the query, the custom report, and the mailing labels by completing the following steps:

1. Open the **Training** database located in the Access2\Case2 folder provided with your Data Files.
2. Create a query that displays the ProgramID, ProgramType, and MonthlyFee fields from the tblProgram table, and the MembershipStatus, FirstName, and LastName fields from the tblMember table. Sort in ascending order by the ProgramID, MembershipStatus, and LastName fields, and then save the query as **qryProgramMembership**.
3. Create a custom report based on the qryProgramMembership query. Figure 7-41 shows a sample of the last page of the completed report. Refer to the figure as you create the report.

Figure 7-41

### Training database custom report

Membership Status	First Name	Last Name	Monthly Fee
<b>Program ID 211 Senior2 Full (ages 66 and over)</b>			
Active	Maria	Gonzalez	\$35.00
	Maggie	Hadley	\$35.00
<b>Program ID 212 Senior2 Limited (ages 66 and over)</b>			
Active	Mary	Grant	\$25.00
	Mark	Reynolds	\$25.00
	Todd	Wolfe	\$25.00
Inactive	Vinzie	Tumbiolo	\$25.00
			<b>\$1,435.00</b>

- a. Save the report as **rptProgramMembership**.
  - b. Use the ProgramID field as a grouping field.
  - c. Select the MembershipStatus field as a sort field, and the LastName field as a secondary sort field.
  - d. Hide duplicate values for the MembershipStatus field.
  - e. Add the ProgramType field to the Group Header section, and then delete its attached label.
  - f. Keep the whole group together on one page.
  - g. Use black font for all the controls, and set the lines' thickness to 3 pt.
4. Use the following instructions to create the mailing labels:
    - a. Use the tblMember table as the record source for the mailing labels.
    - b. Use Avery C2160 labels, and use the default font, size, weight, and color.