

You are employed at Specialty Foods, Ltd, a small international gourmet foods distributor. The company has asked you to modify the database and improve the reliability of the data entry process. You decide to create a few macros and also add a menu for the common forms and reports. You will also modify the record source of one of the reports.

Database File Setup and Add New Employee

Open the original database, and then use Save Database As to create a copy of the original. Open the copy, and then replace an existing employee's name with your name.

- Open *a10c1special*, click the **File** tab, and then click **Save Database As**.
- Type **a10c1special_LastnameFirstname**. Click **Save**.
- Open the Employees table, and then replace *Your Name* with your name.
- Close the table.

Create an Event-Driven Data Macro

A new field, ExpectedShipDate, was added to the Orders table. You will populate this new field when a new order is added using a Data Macro.

- Open the Orders table in Design view.
- Create a data macro attached to the Before Change event.
- Use the **SetField Action** to populate the ExpectedShipDate.
- The ExpectedShipDate will always be 10 days from the OrderDate.
- Save the macro. Close the macro. Save the table.

Test the Data Macro

Enter a value into the first record, and then move to the second record to trigger the macro.

- Switch to Datasheet view of the Orders table.
- Retype the EmployeeID (5) in the first record, and then click the second record.

- The macro will trigger and fill in the ExpectedShipDate with a date 10 days after the OrderDate.
- Repeat the test on the second and third records.

Create a Menu Form

Create a menu form using the Form Design tool. Add three command buttons for the three forms in the database, and then add three command buttons for the three reports in the database.

- Create a new blank form using the Form Design tool.
- Add three buttons that will open the three forms in the database.
- Add three buttons that will print preview the three reports in the database.
- Add a title and two other labels to indicate which buttons open forms and which buttons open reports.
- Save the form as **Menu**.
- Switch to Form view, and then test the buttons.
- Add an **Exit button** that will close the database.

Add an SQL Statement as a Record Source

You need to modify the records in the Employees report. Modify the record source so that only employees with a Sales position appear in the report.

- Open the Employees report in Design view.
- Open the Property Sheet, and then click the **Record Source**.
- Type an SQL statement into the Record Source property of the report. The statement should select all employees with a Sales position.
- Save the report. Test the report in Print Preview, and then close the report.
- Close Access.
- Submit based on your instructor's directions.