

1 National Conference

You are working on a database that will track speakers for a national conference. The data entry person entered information in the Speakers table incorrectly. He entered the first half of a new record correctly, but then jumped to a different record and overwrote the existing information with incorrect data. When you discovered the error, it took you a long time to find the correct information and correct both records. You decide that a form would help your co-workers enter data more accurately and help eliminate these types of errors. You create a form that will help the office staff add new speakers and sessions to the database as plans are finalized. After creating the form, you will customize it to be more user-friendly. If you have problems, reread the detailed directions presented in the chapter. This exercise follows the same set of skills as used in Hands-On Exercises 1 and 2 in the chapter. Refer to Figure 4.52 as you complete this exercise.

FIGURE 4.52 Sessions and Speakers Form in Form View ➤

- Open *a04p1natconf*. Click the **File** tab, click **Save Database As**, and then type *a04p1natconf_LastnameFirstname*. Click **Save**.
- Open the Speakers table, and then replace *Your_Name* with your name in the First Name and Last Name fields. Close the Speakers table.
- Open the Sessions and Speakers query in Datasheet view, and then review the data.
- Close the query; make sure it remains selected.
- Click the **Create** tab, and then click **Form** in the Forms group to create a new form that opens in Layout view.
- Click the **SpeakerID** box. Drag the right border of the first field to the left to shrink the column by 50%.
- Right-click the **SessionID** box, and then select **Select Entire Row** from the list. Drag the **SessionID** control up to the first position.
- Right-click the **SessionTitle** box, and then select **Select Entire Row** from the list. Drag the **SessionTitle** up to the second position.
- Remove the stacked layout of the form as follows:
 - Switch to Design view.
 - Click the **SessionID** label.
 - Click **Select Layout** in the Rows & Columns group on the Arrange tab.
 - Click **Remove Layout** in the Table group.