

- j. Modify and reposition the controls as follows:
 - Switch to Layout view.
 - Click the **SessionID** box.
 - Drag the right border of the SessionID text box to the left to shrink the control to about 1/2" wide.
 - Click the **SessionTitle** box.
 - Drag the left border of the Understanding Diversity text box to the right to reduce the size of the control by 1/2".
 - Drag the **SessionTitle** box up and position it even with the SessionID control, as shown in Figure 4.52.
 - Rename the *SessionID* label as **Session:**
 - Delete the SessionTitle label.
- k. Switch to Form view.
- l. Click the **SessionID** box. Click **Ascending** in the Sort & Filter group. Click **Next Record** in the Navigation bar several times to verify the records are now ordered by SessionID.
- m. Switch to Design view.
- n. Add a message to the bottom of the form as follows:
 - Place the mouse on the bottom edge of the Form Footer bar so the mouse pointer changes to the double-arrow resizing shape. Drag the **Form Footer** section down to 2".
 - Click **Label** in the Controls group.
 - Click in the **Form Footer** on the 1" horizontal line, approximately 1/4" from the left edge.
 - Type **To register for a session, contact Steve Jones at sjones@yahoo.com.**
 - Compare the position of the new label to Figure 4.52.
- o. Click **View** in the Views group to switch to Form view. Click **Next Record** in the Navigation bar to verify the new message appears on every record.
- p. Save the form as **Sessions and Speakers**. Close the form and any other open objects.
- q. Click the **File** tab, and then click **Compact & Repair Database**.
- r. Close the database. Exit Access.
- s. Submit based on your instructor's directions.

2 Comfort Insurance

The Human Resources department of the Comfort Insurance Agency has initiated its annual employee performance reviews. The reviews affect employee salary increases and bonuses. The employee data, along with forms and reports, are stored in an Access database. You need to prepare a report showing employee raises and bonuses by city. This exercise follows the same set of skills as used in Hands-On Exercises 1, 3, and 4 in the chapter. Refer to Figure 4.53 as you complete this exercise.

Location	LastName	FirstName	HireDate	Salary	2012Increase	2012Raise	Year
Lo1	Abrams	Wendy	5/24/2012	\$47,500.00	3.00%	1425	
	Anderson	Vicki	9/21/2008	\$47,900.00	4.00%	1916	
	Bichette	Susan	9/10/2012	\$61,500.00	4.00%	2460	
	Block	Leonard	12/13/2010	\$26,200.00	3.00%	786	
	Brown	Patricia	6/12/2011	\$20,100.00	5.00%	1005	
	Brumbaugh	Paige	12/25/2009	\$49,300.00	3.00%	1479	
	Daniels	Phil	2/5/2011	\$42,600.00	3.00%	1278	
	Davis	Martha	6/14/2010	\$52,900.00	4.00%	2076	
	Drubin	Lolly	9/12/2009	\$37,000.00	3.00%	1110	
	Fantis	Laurie	1/11/2011	\$28,000.00	3.00%	840	
	Fleming	Karen	12/15/2009	\$43,100.00	3.00%	1233	
			12/31/2008	\$38,400.00	3.00%		

FIGURE 4.53 Employee Compensation Report with Totals ➤