

Create a Form

Hideo Sasaki, the department's administrative assistant, will handle data entry. He has asked you to simplify the way he inputs information into the new table. You will create a form based on the new Transfer Schools table.

- a. Create a Split Form using the Transfer Schools table as the source.
- b. Change the height of the AdmittingSchool field to reduce extra space.
- c. Remove the layout. Shrink each field so it is only as large as it needs to be.
- d. Click on record 123455 in the bottom half of the split form. Make sure all fields are still visible. If not, adjust the controls so all values are visible.
- e. Move the CreditsTransferred field so it is to the right of the CreditsEarned field on the same row.
- f. Change the format of the TuitionDue field so the font size is **18** and the font color is **Red** (last row, second column in the *Standard Colors* section).
- g. Change the fill color of the StudentID field to be **Yellow** (last row, fourth column in the *Standard Colors* section).
- h. Save the form as **Transfer Schools Form**. Save and close the form.

Create a Report

Cala Hajjar, the director of the center, saw the query you created for Rey. She is hoping you can create a more print-friendly version for her to distribute to the Board of Trustees. You will create a report based on the Transfer Credits Calculations query.

- a. Create a report using the Report Wizard. Add the Class, FirstName, LastName, Major, GPA, and LostCredits fields from the Transfer Credit Calculations query. Do not add any grouping or sorting. Ensure the report is in Landscape orientation.
- b. Save the report as **Transfer Students Report** and view the report in Layout view.

Format a Report

Now that you have included the fields Cala has asked for, you will work to format the report to make the information more obvious.

- a. Apply the **Wisp theme** (third row, first column) to this object only.
- b. Group the report by the Class field. Sort the records within each group by LastName then by FirstName, both in ascending order.
- c. Change the font size of the Class field to **16**.
- d. Adjust the text boxes so the values are completely visible.
- e. Switch to Print Preview mode and verify the report is only one page wide (note: it may be a number of pages long).
- f. Export the results as a PDF document using the file name **a00c1Transfer_LastFirst**.
- g. Save and close the report.

Close and Submit Database

- a. Compact and repair the database.
- b. Create a backup of the database. Accept the default name for the backup.
- c. Close all database objects and exit Access.
- d. Submit the database, backup, and PDF based on your instructor's directions.