



ACCESS WORKBENCH EXERCISES

“The Access Workbench” section in this chapter describes how to create two prototype databases and sample forms. That section details some steps that are new, but you have done most of the needed steps before. In the following set of exercises, you will:

- Create prototype forms.
- Create prototype reports.

AW.4.1 You have built an extensive database for the Wedgewood Pacific Corporation (WPC.accdB). You will now use it to build some prototype forms and reports so that the users at WPC can evaluate the proposed database. In this case, there is no need to restructure the database.

- Create a form that allows users to view and edit employee data. The form should show information about the employee, the department that he or she works for, and which projects the employee is assigned to.
- Create a report that displays the employee information shown on the form you created in part A. The report should show this information for all users, sorted alphabetically in ascending order by LastName.
- Create a form that allows users to view and edit project data. The form should show information about the project and the department that is responsible for the project, and it should list all employees who are assigned to work on that project.
- Create a report that displays the project information shown on the form you created in part C. The report should show this information for all projects, sorted in ascending order by ProjectID.