

## Concepts Review

### True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. Templates can be used to create databases, tables, and queries.
- T F 2. Press **Ctrl+H** to open the **Find and Replace** dialog box with a focus on the **Replace** tab.
- T F 3. The asterisk (\*) is a wildcard that represents one or more characters.
- T F 4. The aggregate function average calculates values for columns containing text, numeric, currency, and date/time data.
- T F 5. When applied, a filter displays only matching records.
- T F 6. When the insertion bar is in a field with no characters selected, Filter By Selection assumes the whole field is selected.
- T F 7. Only text fields can be created in Datasheet View.
- T F 8. In Datasheet View, the column heading will display the Description property of a field.

### Short Answer Questions

Write the correct answer in the space provided.

1. What shortcut keys open the **Find and Replace** dialog box with focus on the **Find** tab?

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2. When using the Search tool, if a recordset contains more than one match, which match will be found?

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3. What is a group of characters used to represent one or more alphabetical or numerical characters called?

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4. In Filter By Form, what is the name of the first tab?

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5. When using Filter By Form in a form, how will the template appear?

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6. What action automatically triggers recalculations of the aggregate functions located in the **Totals** row?

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7. What Find and Replace option finds records in which an entire field matches the value in the Find What text box?

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8. When creating a field in Datasheet View, what data type will be assigned to a street address?

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## Critical Thinking

Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

- In addition to by month and by year, Access can filter data by quarters. Why do many businesses display financial information by calendar quarters?
- Many businesses find it necessary to import tables into a database. Give an example of when a business might need to import data.

## Skills Review

### Exercise 3-18

Replace data in a table using a wildcard.

- Copy and rename a database by following these steps:
  - Open the folder **Lesson 03**.
  - Right-click the file **CC03** and from the shortcut menu, choose **Copy**.
  - Right-click an unused part of the folder, and from the shortcut menu, choose **Paste**.
  - Right-click the new file, and from the shortcut menu, choose **Rename**. Rename the file to **[your initials]-CC03**.
- Right-click **[your initials]-CC03**, and from the shortcut menu, choose **Properties**. Make certain that the Read-only attribute check box is not checked. Click **OK**.
- Replace data by following these steps:
  - In the Navigation Pane, open the table **tblPensionFund** in Datasheet View.
  - Press **Ctrl+H** to open the **Find and Replace** dialog box.
  - In the **Find What** control, key **st\***.








#### REVIEW

If you have the file **[your initials]-CC03** from the lesson, you can skip to Step 2.

**TIP**









Use only two letters for your initials.

- d. In the **Replace With** control, key *[your first and last initials]*.
  - e. Click the drop-down arrow for the **Look In** control and choose **tblPensionFund**.
  - f. Click the drop-down arrow for the **Match** control and choose **Any Part of Field**.
  - g. Click the drop-down arrow for the **Search** control and choose **All**.
  - h. Click **Replace All** and click **Yes** in response to the message box.
  - i. Click **Cancel** to close the dialog box.
3. Print/Save a datasheet in landscape orientation by following these steps:
    - a. Click the Office Button . Hover your mouse pointer over the more options arrow for the **Print** option and click Print Preview command .
    - b. From the tab **Print Preview**, in the group **Page Layout**, click the Landscape command .
    - c. Depending on your classroom procedures, click either the Print command  or the XPS command .
  4. Close an object by following these steps:
    - a. Right-click the **rptInternData** tab. From the shortcut menu, select **Close**.



## Exercise 3-19

### Sort records in a report.






1. The database *[your initials]-CC03* is required to complete this exercise.
  - a. Double-click the database *[your initials]-CC03*.
2. Sort data by following these steps:
  - a. In the Navigation Pane, open the report **rptInternData**.
  - b. From the tab **Home**, in the group **Views**, click the Layout command .
  - c. Right-click the column headers for **Intern ID** and choose **Sort Largest to Smallest**.
3. Print/Save a report in landscape orientation by following these steps:
  - a. Click the Office Button . Hover your mouse pointer over the more options arrow for the **Print** option and click Print Preview command .
  - b. From the tab **Print Preview**, in the group **Page Layout**, click the Landscape command .
  - c. Click the **Two Pages** command . Notice that this report contains information on a second page.
  - d. From the tab **Print Preview**, in the group **Page Layout**, click the Margins command  option arrow and choose **Narrow**.
  - e. Depending on your classroom procedures, click either the Print command  or the XPS command .



4. Close an object by following these steps:
  - a. Right-click the **rptInternData** tab. From the shortcut menu, select **Close**.
  - b. Click **Yes** to save the changes.

## Exercise 3-20

### Create a Totals Row in a query.

1. The database *[your initials]-CC03* is required to complete this exercise.
  - a. Double-click the database *[your initials]-CC03*.
2. Create a Totals Row by following these steps:
  - a. In the Navigation Pane, open the query **qryKitCosts** in Datasheet View.
  - b. From the **Home** tab, in the **Records** group, choose Totals command .
  - c. In the **Totals** row, click the drop-down arrow in the **Line Cost** field.
  - d. Choose **Average** from the list.
3. Print/Save a report in landscape orientation by following these steps:
  - a. Click the Office Button command . Hover your mouse pointer over the more options arrow for the **Print** option and click Print Preview command .
  - b. Depending on your classroom procedures, click either the Print command  or the XPS command .
4. Close an object by following these steps:
  - a. Right-click the **qryKitCosts** tab. From the shortcut menu, select **Close**.
  - b. Click **Yes** to save the changes.

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## Exercise 3-21

### Filter a recordset. Create a Database Documenter report.

1. The database *[your initials]-CC03* is required to complete this exercise.
  - a. Double-click the database *[your initials]-CC03*.
2. Create a Filter by following these steps:
  - a. In the Navigation Pane, open the table **tblHistorySales** in Datasheet View.
  - b. In the first record, in the **Ship Date** field, select only the year 1998.
  - c. Right-click on 1998 and select **Ends With 1998**.
3. Close an object by following these steps:
  - a. Right-click the **tblHistorySales** tab. From the shortcut menu, select **Close**.
  - b. Click **Yes** to save the changes.



4. Create a Database Documenter report by following these steps:



- a. From the **Database Tools** tab, in the **Analyze** group, choose Database Documenter command .
- b. In the **Database Documenter** dialog box, on the **Tables** tab, click the checkbox for **tblHistorySales**.
- c. Click **Options** to open the **Print Table Definition** dialog box.
- d. For the **Include for Table** section, only check **Properties**.
- e. For the **Include for Fields** section, select **Nothing**.
- f. For the **Include for Indexes** section, select **Nothing**.
- g. Click **OK** to close the **Print Table Definition** dialog box.
- h. Click **OK** to create the document report.



5. Print/Save a Database Documenter report by following these steps:

- a. Depending on your classroom procedures, click either the Print command  or the XPS command .

## Lesson Applications

### Exercise 3-22

Replace data through a form.

1. Open *[your initials]-CC03* and enable all content.
2. Open the form **frmInternList** in Form View.
3. Replace all occurrences of **555** with **999**.
4. Print/Save the form **frmInternList** in landscape orientation.
5. Close the form.



### Exercise 3-23

Filter a table and change data.

1. Open *[your initials]-CC03* and enable all content.
2. Open the table **tblParts** in Datasheet View.
3. Locate all occurrences of **P\*tic**.
4. Correct the misspelled words.
5. Filter the table to show only records that contain the word plastic.
6. Print/Save the datasheet in landscape for **tblParts**.



### Exercise 3-24

Filter for specific year and quarter. Sort a table. Print/Save a report.

1. Open *[your initials]-CC03* and enable all content.
2. Open the table **tblHistorySales**.
3. Clear all filters and/or sorts.
4. Filter for records that were shipped during the first quarter of 2001.
5. Sort in descending order by **InvoiceID**.
6. Print/Save a **Database Documenter** report for **tblHistorySales** that displays only the properties for the table.



#### TIP

Use the date filter "between" 1/1/2001 and 3/31/2001.



## Exercise 3-25 ♦ Challenge Yourself

Determine minimum, maximum, and average values.

1. Open the table **tblParts**.
2. Create a Word document called **[your initials]-Apps-03** and record the answers to the following questions.
3. Who are the eight Carolina Critters vendors?
4. For each vendor, list the minimum, maximum, and average value of the product cost field (PCost.)
5. Include your name, class information, and date.
6. Print/Save the Word file **[your initials]-Apps-03**.



### TIP

You cannot complete this exercise in one step or view.



## On Your Own

In these exercises, you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

### Exercise 3-26

Review the Web sites you located in Exercises 2-28 and 2-29 of the companies that sell products that may be of interest to members of the organization you formed. Determine which companies allow products to be sorted or displayed by different conditions. On a sheet of paper, write down the fields that can be sorted or selected. Continue to the next exercise.

### Exercise 3-27

For one of the Web sites, print three lists of products sorted or filtered by various methods. Write a brief description of the sort or filter being applied to each of the three printouts. Continue to the next exercise.

### Exercise 3-28

Refer to the form you created in Exercise 2-30. Write down the fields that can be used to sort or filter the information displayed on the form. Sketch two new forms on the basis of your sorting and filtering parameters. Submit your work for Exercises 3-26 through 3-28 to your instructor.