Unit 1 Applications

Unit Application 1-1

Edit and sort records in a table. Change font size and column width in Datasheet View. Print/Save a table. Use a filter. Add and delete records through a query. Print/Save a query.

1. From the **Unit 01** folder, copy the file **CCU1** and rename it *[your name]*-**CCU1**.

2. Open *[your initials]*-**CCU1** and enable its content.

3. Open **tblEmployees**. Change the font size of the Datasheet to **12**.

4. Size all columns wide enough to show the longest text or column heading for each field.

5. Hide all columns that are not shown in Table U1-1.

6. Make the changes shown in Table U1-1.

TABLE U1-1 Editing tblEmployees

Employees ID	Last Name	First Name	Job Code	Address	Emergency Contact
6	Lee	Sidney	**MF05**	25 **Frenger** Avenue	Etta Abrams
7	Fernandez	**Cassie**	OF05	567 Westbrook Drive	Maria Sanchez
8	Lee	May	OF06	**237** Alexander Road	Charles Finley
9	Gutierrez	Luis	**OF05**	6105 Mallard Creek Road	*[your full name]*

7. Sort the table in ascending order by **Last Name**.

8. Print/Save the table datasheet in portrait orientation. Make sure that all data fit on one page.

9. Unhide all the columns. Close **tblEmployees** and save the changes.

10. Open **qryDesignTeam**.

11. Filter the datasheet to only show **Job Codes** MF03 and MF04.

12. Find and delete Heidi White's record.

13. Add the following new record:

Employee ID:	40
Last Name:	*Key [your last name]*
First Name:	*Key [your first name]*
SSN:	888-72-4852
Job Code:	MF04
Address:	152 Grandin Road
City:	Charlotte
State:	NC
Postal Code:	28208-4679

14. Select and Print/Save the datasheet in landscape orientation. Make sure that all fields are visible and fit on one page.

15. Save and close **qryDesignTeam**.
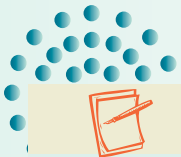
16. Compact and close the database.

Unit Application 1-2

Find and replace text. Copy and paste text in a table. Copy and paste a picture in a table. Delete and insert a picture in a form. Use filters and wildcards.

1. Open *[your initials]*-**CCU1** and enable its content.

2. Open **tblStuffedAnimals** in Datasheet View.

3. Find all product names that contain "Bear" and replace with "Teddy."

4. Add the following new record, leaving fields blank as shown.

Product ID:	*Press* Tab
Product Code:	T006
Animal Name:	Tea Time Teddy
Illustration:	*Attach* **TeaTeddy.jpg**

5. Open **frmStuffedAnimalsList**.

6. For **Product Code** T006, change the **Product Name** to *[your first name]'s* **Teddy**.

7. For **Product Code** T006, change the **Product Group** to "Teddy Bears."

8. Close **frmStuffedAnimalsList**.

9. Open **rptStuffedAnimalsList**.

10. Sort records by **Unit Price** in **Smallest to Largest** order.

NOTE

The image file can be found in the **Unit 01** folder.

11. Filter the report to show only the **Product Group** Teddy Bears.

12. Print/Save the report in **Portrait** orientation. Make sure all data fits one page.

13. Close the report.

14. Compact and close the database.

Unit Application 1-3

Add a table using the table template. Print/Save a table and its definition.

1. Create a new table using the **Table Template** tasks. Name the table **tbl***[your last name]*. Display the table in Design View.

2. For the **% Complete** field, change the **Field Size** to **Single**, the number of decimal places to **2**, the **Format** to **Percent**, and the **Caption** to **Completion Rate**.

3. Between the **% Complete** and **Start Date** fields, add a text field named **AssignedTo** with a **Caption** of **Assigned To**.

4. For each field with a **Data Type** of **Text**, change the **Field Size** to **40**.

5. Delete the **Attachments** and **Description** fields.

6. Save the changes to the table, change to Datasheet View, and key the following records:

ID	*Press* Tab
Title	**New Year, New Toys**
Priority	**(1) High**
Status	**In Progress**
Completion Rate	**.8**
Assigned to	**Jeffrey Harrison**
Start Date	**12/01/07**
Due Date	**01/05/08**

ID	*Press* Tab
Title	**Easter Critters**
Priority	**(2) Normal**
Status	**In Progress**
Completion Rate	**.2**
Assigned to	**Janet Boca-Larson**
Start Date	**03/01/08**
Due Date	**04/04/08**

ID	*Press* Tab
Title	**Memorial Day Special**
Priority	**(3) Low**
Status	**Not Started**
Completion Rate	**.05**
Assigned to	**To be announced**
Start Date	**05/01/08**
Due Date	**05/31/08**

7. Size rows and columns to print all data on one page in **Landscape** orientation. Print/Save the datasheet.

8. Print/Save a Database Documenter report for **tbl***[your name]***,** showing only the table **Properties**, and **Names, Data Types, and Sizes** for all fields.

Unit Application 1-4 ◆ Using the Internet

Add data to a table. Modify a table. Print/Save recordsets.

1. Using the Internet search engine of your choice, locate a company that sells children's toys. Find the company (vender) name, address, city, state, postal code, and phone number.

2. Open *[your initials]*-**CCU1** and enable its content. Open **tblCustomers** in Datasheet View.

3. Key the company information. Use your full name for **CEO**.

4. After the **PostalCode** field, add a hyperlink field named **URL**. Enter the Web address for the company you located.

5. Hide all fields that were not used for the new customer.

6. Size all columns appropriately. Print/Save the table in landscape orientation on a single page. Change the font size if needed.

7. Close all objects.

8. Compact, back up, and close your database.