Lab 1: Presenting Data in the Garden Naturally Database

Problem: Management needs your help in preparing reports and forms to present data for decision making using the Garden Naturally DB.

Note: The textbook refers to a different database name. Ignore the name. Just use the database you created in Access 1-1, as modified in 2-1 and 3-1. (In other words, you must complete ALL of 2-1 and 3-1 BEFORE doing 4-1.) Make sure you have the "1" and "infinity" symbols showing in your relationships (created in lab 3-1). You might have different Service Rep# s and slightly different names & data than figures below from the book!!!!

Instructions: Perform the following tasks:

1. Run Access and open the Lab 1 Garden Naturally database. You will be creating 2 new reports. Be sure your titles on BOTH reports look like the ones in the book (for example, on report 1, the word "Customer" is above the word "Number". Do the same for Sales Rep Number. Be sure your titles and headings look like the ones in 4-81 & 82.

2. Use the Report Wizard to create the Customer Financial Report shown in Figure 4-81. Group the report by State and sort by Customer Name within State. Include totals for the Amount Paid, Balance Due, and Total Amount fields. Change the orientation to landscape. Make sure the totals appear completely and that the Total Amount and subtotals have the currency format. Include the text "Grand Total" under the State column on the last sum line. Any font is OK. To get an actual value to go with the "Grand Total" you will have to insert a text-box with a computed value (a formula). Place the value on the far right under the balance due column.

Figure 4–81
3. Use the Wizard again to create the Customers by Sales Rep report shown in Figure 4-82. Sort by Customer Number and include the average for the Balance Due field, Layout=Blocked, Landscape orientation. Allow the default to fit fields to the page. Change the orientation to landscape. If necessary, open the report in Layout view and decrease the size of the summary line so that the report prints on one page. Remove the text ("Summary for ...") and the formula next to it) on the group sum and grand totals lines. Be sure there is a formula that gives the AVERAGE of Balance Due as shown, and remove the word “Avg” on the left. Save & print the report.

![Figure 4-82](image)

4. There are several parts to this step (see next page).
   a. Create the Customer Financial Form shown in Figure 4-83. Include the date as shown. Bold the date control. Apply the Slice theme for this form only. Save the form. See instructions below the figure for more instructions.
b. Use the wizard to START creating your form. Select:
   - Table (Customer Data)
   - choose fields IN THIS ORDER:
     1. Customer Number
     2. Customer Name
     3. Amount paid
     4. Balance Due
     5. Product Types Needed -> Click Next
   - Use the option: columnar -> Click Next
   - Open the form to enter data-> Click Finish

c. Insert a Combo Box where the Customer Number field used to be. (Your form will look almost the same as the one in the book, with the addition of the drop-down arrow for the Combo Box.) Make the Combo Box field content use these options in the Wizard:
   1. "Find a record on my form based on what I select in the combo box"-> Click Next
   2. pick "Customer Number " -> Click Next
   3. no sorting specified (if asked) - Click "next"
   4. no changes - just click "Finish"

d. Modify the label-boxes (if needed) as shown in Fig. 4-83.

e. *Save the form and print the Design View using the Special Print Screen Method so we can see the button created by your combo box (Customer Number field).

f. *Switch to the datasheet view of the form and select your Client Number by using the combo box. Be sure the record (with the “XX” followed by your initials as created in Access lab 1-1) is showing instead of the item specified in the book. Print this copy of the form. Do not print one for every record.

5. *Print mailing labels for the Customer table. Use Avery labels C2163 and format the labels with Customer Name on the first line, Street on the second line, and City, State, and Postal Code on the 2nd line. Include a comma and a space after the City and a space between State and Postal Code. Sort the labels by Postal Code.

6. How could you display only the records of sales rep 42 in the Customer Financial Form?