



Digital Literacy II: Office Productivity

Unit 5 Databases

LAB 2 Queries and Reports

Objectives

- Identify elements of the Query by Example screen
- Extract data from multiple tables given specific criteria
- Identify elements of the Print Preview screen for reports
- Produce, format, and export a query-drive report

Equipment Required

- Notebook computer
- Microsoft Access 2013

Introduction

The true power of a database is not its ability to store information, but its capability to manipulate, extract, and present data for particular requirements or to answer fact-based questions. Next to entering and editing data, returning information based on specific criteria is the most essential skill for a database user.

In this lab, you will retrieve specific information from a database using a multi-table query, then create and format a print-friendly report to present the information.

In order to perform the lab Procedure, you should know how to:

- Design a multi-table query
- Create reports





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Procedure

SIMPLE QUERIES

1. Review Diagram 5 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
 - a. _____ Switch between modifying the design of a query and seeing query results
 - b. _____ Execute a query to view it's results in a table
 - c. _____ Object Relationship Pane: displays one more windows of all tables included in a query
 - d. _____ Displays the name of columns and tables included in a query
 - e. _____ The Design Grid
 - f. _____ Specify a sort order for data retrieved by the query
 - g. _____ Include or exclude fields in query results
 - h. _____ Specify exactly what information to retrieve from the query
2. Create a new query
3. Select the Customers table to include in your query.
4. Add the following fields from the Customers table to your query: First Name, Last Name, City, Zip Code
5. Set the query criteria to return records that are either in Durham or zip code 27514
6. Run the query; it should include only customers who live in Durham OR zip code 27514
7. Save the query as Durham Customers

BASIC REPORTS

8. Review Diagram 6 at the end of this Procedure; fill-in the blanks to match numbers in the diagram with the descriptions below
 - a. _____ Export Options: allow you to save a report as another type of file
 - b. _____ Set the width of report margins and size of paper
 - c. _____ Exit Print Preview mode
 - d. _____ Set the paper orientation of a report
 - e. _____ Increase or decrease screen magnification of the report
 - f. _____ Output a report to a printer
9. Open the Customers Who Live Nearby query, and use it to create a report
10. Resize the fields and rows so all information is visible
11. Move any fields located on the right side of a page break onto the same page as the other fields
12. Export the report as a PDF

End Procedure





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DIAGRAM 5

Navigation Pane

Field:	First Name	Last Name	Street Address	City	Zip Code	State
Table:	Customers	Customers	Customers	Customers	Customers	Customers
Sort:		Ascending				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				"Raleigh"	Not In ("27610")	
or:						





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DIAGRAM 6

The screenshot displays a software interface for a report preview. At the top, there are two tabs: 'FILE' and 'PRINT PREVIEW'. The 'PRINT PREVIEW' tab is active, showing a ribbon with various options. Six blue circles with numbers 1 through 6 are overlaid on the ribbon to indicate specific features: 1. Print icon, 2. Page Size dropdown, 3. Page Layout dropdown (showing Portrait, Landscape, Columns, Page Setup), 4. Zoom dropdown, 5. Data dropdown (showing Refresh All, Excel, Text File), and 6. Close Print Preview icon. The main content area shows a report titled 'Bakery Menu Report'. The report has a header with a logo for 'SongBird Bakery' and the title 'Menu'. Below the header is a table of cakes. The table has four columns: 'Cakes', 'Description', 'Price', and 'Image'. The data rows are:

Cakes	Description	Price
Fudge Marble	The cake that dares ask the question: what if marble were made of three types of chocolate? The answer... delicious.	\$22.00
French vanilla	Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of french vanilla.	\$22.00
Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on tight!	\$22.00

At the bottom of the interface, there is a navigation pane on the left and a status bar at the bottom showing 'Page: 1' and 'Unfiltered'.





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