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12/21/2015

**VERSION** 

RELEASE DATE

v 002

PAGE

1 of 5

# US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker - Henry Ford College

## **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







12/21/2015

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v 002

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2 of 5

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Procedu	re
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SIN	APLE QUERIES
<ol> <li>Review Diagram 5 at the end of this Procedure; fill-in the blanks to match numbers in the diagram w descriptions below</li> </ol>	
	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
BA:	SIC REPORTS
	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** 





**RELEASE DATE** 

12/21/2015

**VERSION** 

**PAGE** 

v 002 3 of 5

US DOL SPONSORED TAACCCT GRANT: TC23767

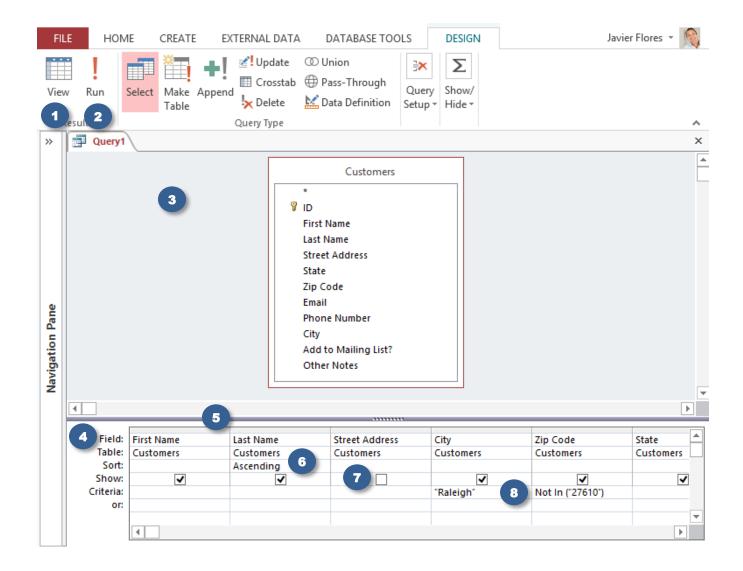
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#### **DIAGRAM 5**







RELEASE DATE 12/21/2015

VERSION

v 002

PAGE

4 of 5

US DOL SPONSORED TAACCCT GRANT: TC23767

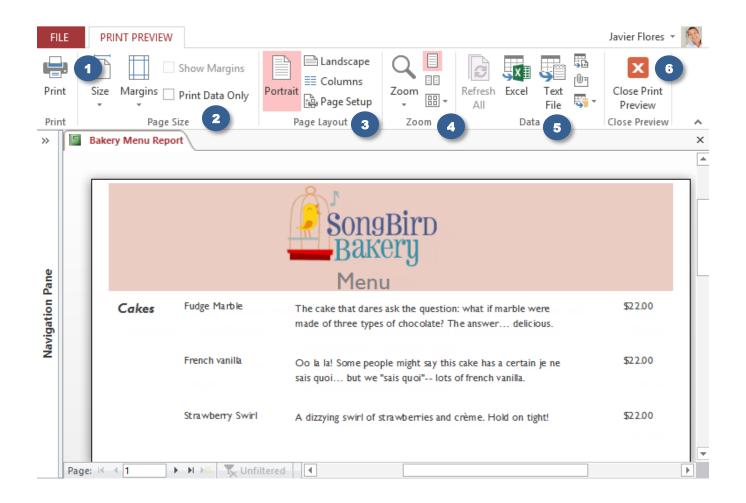
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#### DIAGRAM 6







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RELEASE DATE 12/21/2015

VERSION v 002

PAGE 5 of 5

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