# **YO19\_Access\_Ch04\_PS2 - Baseball Academy 1.0**

## **Project Description:**

Matt Davis is a retired baseball player who runs the Baseball Academy, an indoor baseball facility for middle, high school, and college players. He offers lessons as well as practice times for individuals and teams. Due to his growing clientele and increased record keeping needs, Matt wants all his records in a database. While he has already set up a database, he now needs to take the database to the next level of performance by improving his ability to get specific data out of the database. He has hired you to create the forms and reports he needs.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Access. Download and open the file named *Access\_Ch04\_PS2\_BaseballAcademy.accdb*. Grader has automatically added your last name to the beginning of the filename. Save the file to the location where you are storing your files. | 0 |
| 2 | Create a split form to show all the member information from tblMember. Save the form as **frmMemberInput** Change the title of the form to be **Member Input** Apply the theme Organic to all objects in the database. Add a label to the top-left corner of the Form footer area about 2.5 inches wide. In the label, type **Created by c Smith** Save the form. | 12 |
| 3 | Use the frmMemberInput form to enter a new record using the following information.   |  |  |  | | --- | --- | --- | | Field | Data to Type |  | | FirstName | **Curtis** | | LastName | **Smith** | | Address | **1010 S Main St** |  | | City | **Santa Fe** | | State | **NM** | | ZipCode | **87594** |  | | Phone | **5055555555** | |  |  |   Close the form. | 5 |
| 4 | Use the Form Wizard to create a form that will display in the main form the member's LastName, FirstName, and Phone and in a subform, ScheduledDate and Fee (in that order). Accept all default options. Name the form **frmMemberLessons** and the subform **frmSubformLesson** | 8 |
| 5 | Edit the frmMemberLessons form by completing the following: Move the right borders of the Member fields so they are all the same width as FirstName. Remove the subform label. Move the subform to line up with the Phone label. Autofit the columns in the subform. Resize the subform to fit the columns. Change the title of the form to **Member Lessons**. Add a label to the top-left corner of the main form Form footer area about 2.5 inches wide. In the label, type **Created by c Smith**. Save and close the form. | 7 |
| 6 | Use the Report Wizard to create a schedule of lessons for an employee. Include employee LastName, FirstName, ScheduledDate, and member LastName and FirstName (in that order). Accept the default view, add a grouping by ScheduledDate with Normal grouping intervals, sort ascending by member LastName and FirstName, use a format of Stepped and Landscape, and save the report as **rptEmployeeSchedule** | 12 |
| 7 | Change the column headers for the member's name to be **Member Last Name** and **Member First Name**, respectively. | 5 |
| 8 | Bold the employee LastName and FirstName text boxes. Left-align the ScheduledDate text box. | 6 |
| 9 | Change the title of the report to **Employee Schedule**. Add a label to the top-left corner of Report footer area about 2.5 inches wide. In the label, type **Created by c Smith** Save and close the report. | 5 |
| 10 | Use the Report Wizard to create a report to summarize lessons taught by each employee. Include employee LastName, FirstName, ScheduledDate, Fee, and member LastName and FirstName (in that order). Accept the default view, add a grouping by ScheduledDate with Normal grouping intervals, sort ascending by member LastName and FirstName, add Summary Options to Average the Fee field, use a format of Stepped and Landscape, and save the report as **rptEmployeeLessons** | 14 |
| 11 | Fix the Fee column width so that all fees and averages show fully. Move the Avg caption for each date to the right to line up with the member's first name. Repeat for the Avg caption for employee. Change the captions to read **Daily Average** and **Employee Average** respectively. Change the column headers for the member's name to be **Member Last Name** and **Member First Name** respectively. | 7 |
| 12 | In Layout View, click on the field that starts *Summary for 'ScheduledDate'* and delete it. | 4 |
| 13 | Apply conditional formatting to make any Employee Average greater than 175, bold and red. | 10 |
| 14 | Change the title of the report to **Employee Lessons**. Add a label to the top-left corner of the Report Footer area about 2.5 inches wide. In the label, type **Created by c Smith** Save and close the report. | 5 |
| 15 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |

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| **Total Points** | **100** |