Open the Helpless Airlines Database.

1. Create a new blank report. Place the EmpID, First Name and Last Name fields onto the report. Modify the layout into Landscape mode. Modify the Alternate Back Colour on the Detail Section to No Colour. Remove the borders from the controls on the detail section.

2. Add the image named MOS University to the Report Header. Set the Picture Alignment to Top Left. Set the Width to 5 cms and the Height is 2 cms.

3. Make the Title of the Report 'Employee Records'. Format the Title to make the text Bold, Blue Grey Text 2, and size 26. Make the title Shape Fill Light Grey 1.

4. Make the image 'Transparent Access Logo' the background image for the report.

5. Format the Page Header Back Colour as Access Theme 10.

6. Insert a Sub Report Control into the Details section of the report. Use the Positions table to include the ID, Job Title and Salary fields in the Sub Report. Link the main report and the sub report on the EmpID and ID fields respectively. Name the sub report Positions Subreport. Change the caption on the sub report to Position Details.

7. Align the EmpID, Position Subreport Label and Position Subreport to the left.

8. Make the Width and height of the Positi0n Subreport label 3 cms and .7 cms respectively. Change the width of the Job Title field control to 7 cms. Change the width of the Salary Control to 3 cms.

9. Make the text of the Page Header labels of the main form white and bold.

10. Insert a Page Break beneath the Sub Report.

11. Make the Shape Outline of the Sub Report Red.

12. Place the page number together with the total number of pages in the Page Footer.

13. Make the text on the Sub Report caption Red Bold and size 16.

14. Place the MOS University logo into the Report Footer section. Modify the images size to 12 cms wide by 3 cms high.

15. Create a new report using the Report Wizard. Select the Customers table and place the CustID, Last Name, First Name and E-mail Address fields on the report. Specify a Columnar layout and

Landscape orientation. **Do not** adjust the field width so that the fields fit on a page. Name the report MyCustomers.

16. Group the new report by Last Name.

17. Modify the Page Setup so that the report has two columns. The records should be printed down and then across the page. Change the Column Width to 15 cms.

18. Change the report header label to Valuable Customers. Make the text red and size 26.

19. Insert an image control into the Page Header section of the report. Select the MOS University logo as the image.

20. Remove the alternate background colour from the Details section of the report.

21. Format the labels for the controls in the Details section to be Black text 1 and bold.