

Application Capstone Project

Front Range Action Sports is one of the country's largest retailers of sports gear and outdoor recreation merchandise. The company has large retail stores in Colorado, Washington, Oregon, California, and New Mexico, in addition to a growing online business. Major merchandise categories include fishing, camping, rock climbing, winter sports, action sports, water sports, team sports, racquet sports, fitness, golf, apparel, and footwear.

PROJECT CAP 3

In this project, you will apply skills you practiced from the objectives in Access Chapters 7–10. You will create advanced forms and reports to present data in different formats. You will also create macros to automate tasks, integrate Access data with other applications, and set Access options. Your printed results will look similar to the ones shown in Figure 3.1.

PROJECT FILES

For Project Cap 3, you will need the following files:

aCap3_Company_Operations
aCap3_Logo
aCap3_Hours_Scheduled
aCap3_Average_Prices
aCap3_Advertising_Letter

You will save your files as:

Lastname_Firstname_aCap3_Company_Operations
Lastname_Firstname_Cap3_Tabs.docx
Lastname_Firstname_Cap3_Merge.docx
Lastname_Firstname_Cap3_Screen

PROJECT RESULTS

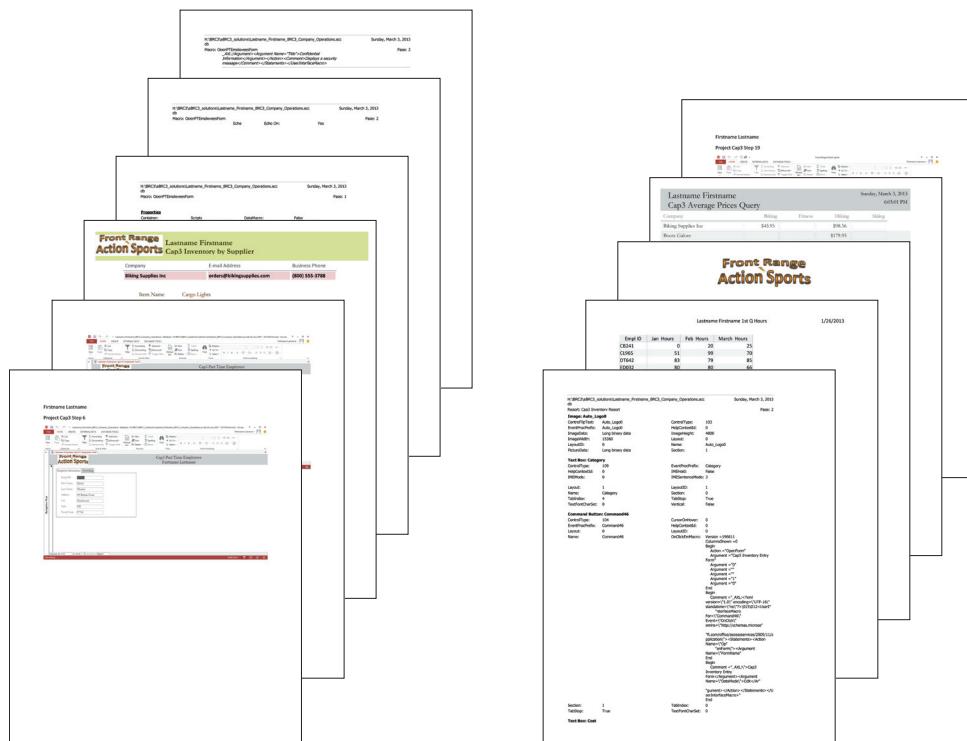


FIGURE 3.1 Application Capstone Project 3 Company Operations

- 1 Start Access. Navigate to the location where the student data files for this textbook are stored. Locate and open the aCap3_Company_Operations database. Save the database as **Lastname_Firstname_Cap3_Company_Operations** in your **Front Range Action Sports** folder. If necessary, enable content.
- 2 Create a form in **Design view**. Set the **Cap3 Part Time Employees** table as the **Record Source**. Insert a **Tab Control** button at the **0.25-inch mark on the horizontal ruler** and the **0.25-inch mark on the vertical ruler**.
- 3 Extend the right edge of the **tab control** to the **5-inch mark on the horizontal ruler**. To the **first page** of the **tab control**, using the **Property Sheet**, add a **caption** of **Employee Information**. From the **field list**, add the **Empl ID**, **Firstname**, **Lastname**, **Address**, **City**, **State**, and **Postal Code** fields at the **1.5-inch mark on the horizontal ruler** and **0.75-inch mark on the vertical ruler**. Apply a **Stacked Layout**, and then resize the text boxes so the right edge aligns with the **3-inch mark on the horizontal ruler**. To the **second page** of the **tab control**, add a **caption** of **Scheduling**. Add the **Availability**, **Start Date**, **Hourly Wage**, and **Max Hours** fields in the same position as those on page 1. Apply a **Stacked Layout**.
- 4 Add a **Logo** in the **Form Header** using **aCap3_Logo**. Resize it to **2 inches wide** and **0.5 inches tall**. Add a **Title** to the **Form Header**. It should display **Cap3 Part Time Employees** on the first line and your **Firstname Lastname** on the second line. **Center** the title in the control.
- 5 Save the form as **Lastname_Firstname_Cap3_PT_Employees_Form**. Switch to **Form view**. Enter the following address information for each record, and be sure all information is visible.

Empl ID	Address	City	State	ZIP
CB241	241 Ridge Road	Redmond	OR	97756
CL965	400 Deerview Drive	Bend	OR	97701
DT642	#5 Button Court	Terrebonne	OR	97760
ED032	708 Ohmes Road	Sisters	OR	97759
LM308	2010 Frontier Drive	Redmond	OR	97756

- 6 Navigate to **Record 3**. With the first page displayed, press **PrintScrn**, and then **Close** the dialog box. Open **Word**, and in a blank document, type your first and last names, press **Enter**, and then type **Project Cap3 Step 6**. Press **Enter**, **Paste** the screenshot, and then press **Enter**. Press **[Ctrl] + [Enter]** to move to the next page. Using the same technique, paste a screen capture of the second page of the form. **Save** this document as **Lastname_Firstname_Cap3 Tabs**. If you are instructed to submit this result, create a paper or electronic printout of the document. **Close** the document and **Close Word**. **Close** the form.
- 7 Open the **Navigation Pane**. Open the **Cap3 Suppliers Contact List** report in **Design view**. Edit the **Title** of the report to display **Lastname Firstname Cap3 Inventory By Supplier**. Your first name and last names should appear on the first line and the rest of the title should appear on the second.
- 8 Drag the **Page Footer** section bar down to the **2-inch mark on the vertical ruler**. Click the **Subform/Subreport** button. Align the top of the plus (+) sign of the pointer with the **1-inch mark on the horizontal ruler** and the **0.5-inch mark on the vertical ruler**, and then click.
- 9 Using the **Subreport Wizard**, select the **Cap3 Inventory by Sport** report. Accept other settings, and then type **Lastname Firstname Cap3 Inventory Subreport** as the title of the subreport. Click **Finish**.
 - a. Right-click in the subreport's **Report Header**, and click **Report Header/Footer** to remove it from the subreport.

- b. Delete the **Sport** text box control from the **Sport Header**. Drag the **Detail section bar** up until it meets the **Sport Header section bar**. Delete the controls from the **Sport Footer**, and drag the bottom of the footer area to meet the **Sport Footer section label**.
- c. Delete the **subreport label** control. Reduce the width of the subreport until it reaches the **6-inch mark on the horizontal ruler**. View the subreport in a **New Window**, and resize it to **5 inches wide**. Resize the entire report to **7.5 inches wide**.
- d. Click to select the **subreport**. On the **FORMAT** tab, in the **Control Formatting** group, click **Shape Outline**. Click **Line Type**, and then click the first option for transparent.

- 10** Switch to **Layout view**. Select the **text box controls** for **Company**, **E-mail Address**, and **Business Phone**. Change the **Shape Fill** to **Red Accent 4, 80% Lighter**, the eighth color in the second row under **Theme Colors**, and the font to **Bold**. Save the report. If you are instructed to submit this result, create a paper or electronic printout of the first page of the report.
- 11** Create a macro to open the **Cap3 PT Employees Form** for editing and display a security message that identifies the information as confidential.

Macro Name	Action	Arguments	Comment
OpenPTEmployeesForm			Purpose: To open the PT Employees Form for editing
	DisplayHourglassPointer	Hourglass On: Yes	Displays the hourglass
	Echo	Echo On: No Status Bar Text: Macro is executing	
	OpenForm	Form Name: Cap3 PT Employees Form View: Form Data Mode: Edit Window Mode: Normal	Displays the PT Employees Form
	Echo	Echo On: Yes	
	DisplayHourglassPointer	Hourglass On: No	Displays mouse pointer
	MessageBox	Message: Confidential! For use by the Human Resources Department ONLY Beep: Yes Type: Warning! Title: Confidential Information	Displays a security message

- 12** Save the macro as **OpenPTEmployeesForm** and **Run** the macro. Close the message box, and Close the form. Close the Macro Designer.

Open the **Database Documenter**. In the displayed **Documenter** dialog box, click the **Macros** tab, select the **OpenPTEmployeesForm** macro, and then click the **Options** button. If necessary, clear the **Permissions by User and Group** check box, and then click **OK**. If you are instructed to submit this result, create a paper or electronic printout. **Close Print Preview**.

- 13** Open the **Cap3 Inventory Report** in **Design view**.
 - a. Drag the **Page Header** section bar down to the **1-inch mark on the vertical ruler**. Add a button below the title in the **Report Header**. Name the button **Enter Item** Embed a macro to

display the Cap3 Inventory Entry Form in Form view and Edit Data Mode. Close the Macro Designer, updating the property. Save and Close the report.

- Open the Database Documenter, and view the object properties for the report. If you are instructed to submit this result, create a paper or electronic printout of page 2 only. Close Print Preview.

14 On the EXTERNAL DATA tab, in the Import & Link group, click the Excel button. Locate and open the aCap3_Hours_Scheduled file. In the Get External Data - Excel Spreadsheet dialog box, click OK. Be certain Import the source data into a new table in the current database is selected. Click OK. In the Import Spreadsheet Wizard dialog box, select the First Row Contains Column Headings check box. Click Next two times. Choose Empl ID as the primary key, and then click Next. Name the table **Lastname Firstname Cap3 1st Q Hours** and then click Finish. In the Get External Data - Excel Spreadsheet dialog box, click Close. Open the table, and AutoFit the columns. If you are instructed to submit this result, create a paper or electronic printout of the table.

15 Open the Cap3 Suppliers table. Merge it with the existing Microsoft Word document named aCap3_Advertising_Letter. The recipients will be selected from the existing list in the table.

- Write your letter by inserting the fields from the table as displayed. Delete the words *Inside Address*, and insert the **Address Block** in its place. Insert the **Company** field after the space following *Attention*. In the closing of the letter, replace *Firstname Lastname* with your **Firstname Lastname**
- Preview your letters and Complete the merge for Record 3 only. Save the Word document in your Access Cap3 folder as **Lastname_Firstname_Cap3 Merge** Unless you are required to submit your files electronically, print the letter, and then Exit Word, closing all documents without saving. Close the Cap3 Suppliers table.

16 Select the Cap3 Average Prices Query and create a new report. Switch to Design view.

- Replace the report title with **Lastname Firstname Cap3 Average Prices** and make *Cap3 Average Prices* display on the second line. If necessary, resize the **Title control** so both lines are visible. In the **Report Header**, delete the **logo placeholder**.
- Delete the controls in the **Page Footer** and the **Report Footer**. Increase the height of the **Report Footer** section to the 3-inch mark on the vertical ruler. Resize the report so it is 7.25 inches wide. Save the report as **Lastname Firstname Cap3 Average Prices**
- Start Excel. Open the aCap3_Average_Prices workbook. In the worksheet, select the entire chart. Copy the chart to the clipboard. In the Cap3 Average Prices report, Paste the chart in the **Report Footer**. Save the report, and then switch to **Report** view. If you are instructed to submit this result, create a paper or electronic printout. Close the report. Exit Excel.

17 Create a Navigation Form using the Horizontal Tabs layout. Add the Cap3 Average Prices report, Cap3 Inventory Report, and Cap3 Suppliers Contact List report to the Navigation Form. Save the form as **Lastname Firstname Cap3 Navigation** Close the form.

18 Open the Access Options dialog box, and set the following options for the current database only:

- Set the Application Title as **Front Range Action Sports**
- Set the Display form as **Cap3 Navigation**
- Add the New and Quick Print icons to the **Quick Access Toolbar**.

19 Close the database, and then reopen it. Press **PrintScrn**, and then click the dialog box **Close** button. Open **Word**, and in a blank document, type your first and last names, press **Enter**, and then type **Project Cap3 Step 19** Press **Enter**, Paste the screenshot, and press **Enter**. Save the document as **Lastname_Firstname_Cap3_Screen** If you are instructed to submit this result, create a paper or electronic printout of the document. Close the document and Close Word.

20 Close the database, and then Exit Access.

21 As directed by your instructor, submit your database and the paper or electronic printouts of the eight items—three Word documents, one table, two reports, and two document reports—that are the result of this project. Specifically, in this project, using your own name you created the following database and printouts or electronic printouts:

1. Lastname_Firstname_Cap3_Company_Operations	Database file
2. Lastname_Firstname_Cap3_Tabs	Word document (printed or electronic printout)
3. Lastname Firstname Cap3 Inventory By Supplier	Report (p. 1 only)
4. Macro Details	Database Documenter Report (printed or electronic printout)
5. Object Details	Database Documenter Report (printed or electronic printout)
6. Lastname Firstname Cap3 1st Q Hours	Table (printed or electronic printout)
7. Lastname_Firstname_Cap3_Merge	Word document (printed or electronic printout)
8. Lastname Firstname Cap3 Average Prices	Report (printed or electronic printout)
9. Lastname_Firstname_Cap3_Screen	Word document (printed or electronic printout)