

CS1TQ2 - Commercial Off The Shelf Software

Practical 13 –Databases Forms and Reports

For today's practical please make sure that you can carry out the following tasks related to the Microsoft Access Database. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Items below the line are not part of the ECDL3 standard but you will find them useful and should attempt them.

- Start Microsoft Access, open one of your databases from last week.....□**
 - Click the “Forms” icon, then “new” and start the forms wizard□**
 - Choose some or all of your fields to be placed on the form.....□**
 - Choose an appropriate layout and style from those offered**□
 - Change the form title**□
 - Open the form to view or enter information.....□**
 - Understand the use of the navigation buttons at the bottom of the form .□**
 - Sort and filter (using wildcards) the records shown on the form**□
 - Turn off the filter and display all records again.....□**
 - Use the form to create a new record and populate the data.....□**
 - Use the form to modify an existing record**□
 - Create a new form in Design View and add your own fields and labels**□
 - Insert a graphic into the form, using Design View**□
 - Understand the use and difference between columnar and tabular**
 - AutoReports (produce one of each)**□
 - Use the Report Wizard to create a report**□
 - Reformat one of the existing fields on the report (e.g. change font)**□
 - Open the report in Design View**□
 - Modify the header and footers**□
 - Create Group Headers and Footers. How are groups defined?**□
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Multiple Tables

Using the flights data from previous weeks, can you extract the data for airports and aircraft types into separate tables. Then create a “flights” table that refers to (i.e. has a database relation with) your airports and aircraft types table

NOTE

If you have successfully completed (and really understood!) all of the practical sheets so far then you have completed all of the tasks expected of you to achieve ECDL3 certification. Please let your tutor know if you are interested in taking the ECDL3 examination.