

Hand In: Database file only in Blackboard

Save this file from Blackboard: **Your First and Last Name Lab6.accdb** (rename with your own name)

**Get started:** Look through the tables and get acquainted with the data in each table. Put your name in Patient ID 22500. Leave the rest of the data in this record as is.

### Report with duplicates hidden

- ☐ Using the **REPORT WIZARD**, create a report with all fields from the Visit table, naming it Visit Report-XX (XX are your initials)
- ☐ **No Grouping**
- ☐ Sort by patient ID
- ☐ From Design view, enable the hide duplicates option for Patient ID

### Report with conditional formatting

- ☐ Using the **REPORT WIZARD**, create a report with all fields from the Billing table, naming it Billing Report-XX (XX are your initials)
- ☐ Put it in landscape view
- ☐ Sort by invoiceNum
- ☐ Make sure that none of the headers or data is cut off
- ☐ Add the following conditional formatting on the Invoice Amount
  - ☐ If the amount is greater than 100 have it display as bold, underlined, and green font
  - ☐ If the amount is between 50 and 100, have it display as yellow font
  - ☐ If the amount is less than 50, have it display with red background (Fill) and italics
- ☐ Also, add the following conditional formatting on the insurance field.
  - ☐ If the amount is \$0.00, have it display with a red font