# Access Assignment Part 3 – Access Production Exam

## Be sure you have completed Access Lesson #3

- 1. Open Access
- 2. **Open** the Best Computer Repair database that you created in Assignment 2.
- 3. Click on the Jobs Table.
- 4. Click on Create, then Report.
- 5. Click on Computer Description, hold down CTRL and click on Work Needed, and Parts Ordered.
- 6. Click on the Arrange tab, Click on Select Column, press delete.
- 7. **Drag** the page number onto the page.
- 8. Select all column titles (hold down CTRL while you click on them)
- 9. **Press** CTRL-B to bold them and CTRL-E to center them.
- 10. Change the Title from Jobs, to Job Locations
- 11. **Move** the right edges of the date and time to the left so they are on the page.
- 12. **Delete** the Record count box at the bottom left.
- 13. View your report in Report View.

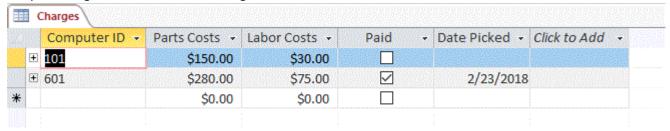
Job Locations				Thursday, February 8, 2018 2:05:11 PM		
Computer ID	Date Received	Job Type	Shelf#	Cust ID		
101	1/31/2018	Upgrade	2	SJ1		
201	2/7/2018	Malware fix	1	EH1		
301	2/12/2018	Diagnostic	1	GW1		
401	2/12/2018	Hardware Repair	2	KA1		
501	2/14/2018	Diagnostic	2	RC1		
601	2/19/2018	Upgrade	1	JD1		

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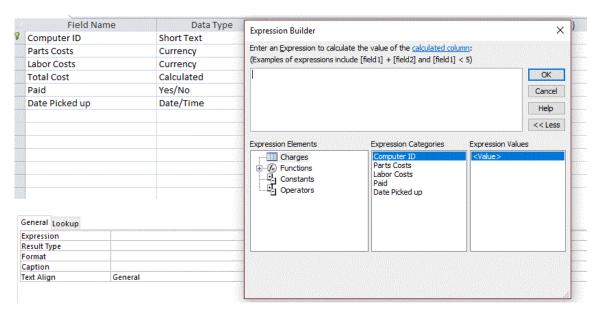
- 14. Close the Report and save it as Job Locations.
- 15. **Create** a new table in your database Create, Table
- 16. Go to Design View. Save it as Charges.
- 17. The field size for Computer ID is 5.
- 18. Close it with the X at the right.
- 19. Save changes.

	Field Name	Data Type
?	Computer ID	Short Text
	Parts Costs	Currency
	Labor Costs	Currency
	Paid	Yes/No
	Date Picked up	Date/Time
	-	

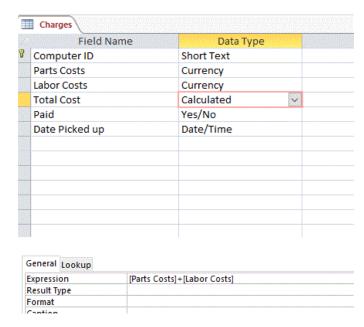
Reopen Charges and enter the following data:



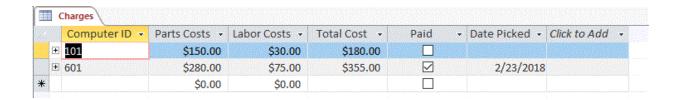
- 20. Go back to the structure (Design View) and insert a new field above Paid.
- 21. Name this field *Total Cost* and make it a Calculated type.



- 22. In the Expression Builder box double click on the Parts Costs field in the middle box.
- 23. Type the plus sign.
- 24. Double click on the Labor Costs field and click OK so now it looks like this:



- 25. Close Charges and Save.
- 26. Open the Charges Table. You should see the following:



- 27. See how it calculated the Total Cost automatically.
- 28. Create a Query Design.
- 29. Include the Customers Table, Jobs Table, and Charges Table in that order.

### 30. Make sure they are joined. Customers to Jobs with Cust ID, and Jobs to Charges with Computer ID.

- a. From Customers add into the grid the Last Name & First Name fields
- b. From the Jobs Table add Computer ID & Job Type
- c. From the Charges Table add Parts Costs, Labor Costs, Total Cost, & Paid
- 31. Run the query and save it as Job Costs
- 32. Save and Close any open tables/queries, etc.

#### Now you're going to create a report

- 1. Go to Create, Report Wizard
- Select Customer under Tables

Select the following items and move them to the "Selected Fields" box using the > arrow button:

First name

Last name

Cell phone

Home phone

3. Select Jobs under Tables

Select:

**Computer ID** 

**Shelf number** 

4. Select *Charges* under Tables

Select Total Cost

5. Click Next four times

Select Block Layout (or Justified) and Landscape (if it is offered)

**Click Next** 

Name it Customer Contact Information and Computer ID

Click Finish

Now go to Layout View so you can edit



Adjust the widths of the columns so it displays nice. Hint: Narrow columns that need it first, then use the CTRL key to select the components of a column and move them all at once.

If you make a mistake, simply use the undo button.



It should look something like this.

#### 6. **Save** it.

After watching the Format Reports video (on the second part of tutorial lesson #13), feel free to make your report look even better.

- a. **Save** Make sure the query is **joined** by Cust ID (Has a relationship)
- 7. **Save** the database as **Your Name Best Computer Repair.** Review the rubric to make sure you did not miss any steps. **Submit it** through Canvas under Access Assignment Part 3 Access Production Exam.