

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.

Charges		
	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:

Charges						
	Computer ID	Parts Costs	Labor Costs	Paid	Date Picked	Click to Add
+	101	\$150.00	\$30.00	<input type="checkbox"/>		
+	601	\$280.00	\$75.00	<input checked="" type="checkbox"/>	2/23/2018	
*		\$0.00	\$0.00	<input type="checkbox"/>		

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.

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

General	Lookup
Expression	
Result Type	
Format	
Caption	
Text Align	General

Expression Builder

Enter an Expression to calculate the value of the *calculated column*:
(Examples of expressions include [field1] + [field2] and [field1] < 5)

OK

Cancel

Help

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Expression Elements

- Charges
- Functions
- Constants
- Operators

Expression Categories

- Computer ID
- Parts Costs
- Labor Costs
- Paid
- Date Picked up

Expression Values

- <Value>

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:

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

General	Lookup
Expression	[Parts Costs] + [Labor Costs]
Result Type	
Format	
Caption	

25. Close Charges and **Save**.

26. **Open** the Charges Table. You should see the following:

Charges							
	Computer ID ▾	Parts Costs ▾	Labor Costs ▾	Total Cost ▾	Paid ▾	Date Picked ▾	Click to Add ▾
+	101	\$150.00	\$30.00	\$180.00	<input type="checkbox"/>		
+	601	\$280.00	\$75.00	\$355.00	<input checked="" type="checkbox"/>	2/23/2018	
*		\$0.00	\$0.00		<input type="checkbox"/>		

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.

- From Customers add into the grid the **Last Name** & First Name fields
- From the Jobs Table add **Computer ID & Job Type**
- 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**

2. 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.

Customer Contact Information and Computer ID						
First Name	Last Name	Cell Phone	Home Phone	Computer ID	Shelf	Total Cost
Jack	Davis	(425) 587-8325		601	1	\$355.00
Sam	Jonas	(206) 113-5588	(206) 222-2222	101	2	\$180.00

Thursday, February 8, 2018

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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.