

## Exercise 3 – Forms and Reports

**Note:** To do this exercise you need to first complete Exercise 1 – **Creating Tables in a database** and Exercise 2 – **Queries**.

1. Open your database called **Community College**.
2. Create a form on the **Evening Classes** table. Use all fields. (Accept default settings).
3. In the right of the header of the form add the title **Community College**.
4. Change the font type of the text **Community College** to Times New Roman size 18. Make sure the text is fully visible in the header of the form. Save the changes made.
5. Add the following two records into the form.

EMPLOYEE NO	COURSE	CODE	DAY	WEEKS	SIZE	EXAM	COST	ROOM
1117	Bread Making	H147	Tue	10	12	No	€40	5
1117	Cake Decoration	H023	Thu	8	12	No	€40	5

6. Using a **filter** find the record for course code **4563**. Print one copy of this record.
7. Save and close the form.
8. Create a report on the **Evening Classes** table. Use all fields. Sort according to the **Day** field. Save as **Evening Classes**.
9. Create a report on the **Thursday** query. Use only **Course, Code, Size** and **Cost** fields. Save as **Thursday Report**.
10. Create a report on the **Medium sized** query. Use all fields. Group according to **Day**. In the report show the **total** cost of the courses for each day. Save as **Medium sized** report.
11. Open the **Evening Classes** report. Change the orientation from portrait to landscape. Save as **Amended Evening Classes**.
12. Create a report on the **Exam Classes** query. Use all fields. Sort the report according to the **Course** field. Save as **Exam Classes**.
13. Delete the page number in the page footer of the **Exam Class** report.
14. Insert your name into the header of the **Exam Class** report.
15. Move your name to the bottom right hand corner of the page footer.
16. Save and close the report.