



## Database Management Access

### LAP 4-Unit D: Using Reports

Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

#### DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-3 apply plus the following standards
- ◆PT4d Use information technology to analyze, organize, and present information.

#### Objectives (Notice objectives marked with MOUS— relates to the certification training)

- ◆ Plan a report
- ◆ Create a report
- ◆ Group records
- ◆ Change the sort order
- ◆ Modify an expression
- ◆ Align controls
- ◆ Format controls
- ◆ Create mailing labels

#### Resource

Title: Illustrated Series: Microsoft Access 2000--Complete  
 Author(s): Lisa Friedrichsen  
 Unit D: Using Reports

**Time Frame**                      5 Hours

### Introduction

This unit introduces you to the report object which is the primary way to produce paper output (hard copy) of database information. Notice the many similarities between creating forms and reports (the use of Design View, controls, and properties). Reports are even more difficult to create, however, because of the role of sections (see Table D-1) which determine where and how often the controls will print. Grouping records, aligning controls, and creating calculated expressions are other important new concepts that this unit will explain.

### Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.  
 Turn in completed activities as directed by instructor.**

- \_\_\_\_\_ **Read:** p. D-1 —notice that MOUS marked objectives are included in the certification training/testing
- \_\_\_\_\_ **Read:** pp. D-2 to D-6
- \_\_\_\_\_ **Read and Complete:** pp. D-6 to D-17
- \_\_\_\_\_ **Complete:** pp. D-18-19 Practice: Concepts Review questions 1-19
- \_\_\_\_\_ **Complete:** pp. D-20-21 Practice: Skills Review questions 1-8
- \_\_\_\_\_ **Complete:** pp. D-22-23 Practice: Independent Challenges--select 1 of the first 3 and do
- \_\_\_\_\_ **Complete:** pp. D-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- \_\_\_\_\_ **Complete:** pp. D-24 Practice: Visual Workshop

**Self Assessment - "I/I can . . . "**

- Plan a report
- Create a report
- Group records
- Change the sort order
- Modify an expression
- Align controls
- Format controls
- Create mailing labels

**Please ask instructor for additional instructions or assessment materials**