# Microsoft Access Lab Assignment

This is a primer to help you get familiar with Microsoft Access. To complete this lab exercise all you need to do is follow the directions below.

1. Create a folder on the Desktop and label it with **YOUR_LAST_NAME**
2. Save a picture from the web in the folder you created for use later.
3. Start Access.
4. Select *blank desktop database* to create a new database.
5. Browse for the folder you created in step 1 and use *(your_last_name)database*.accdb for the file to save as.
6. Once your database is created it will open up with a blank table appearing in 'DATASHEET' view. Click on VIEW ICON To modify the table in 'DESIGN VIEW'.
7. You will be prompted to "SAVE AS" the table and name the table "FRIENDS'
8. You will now need to create the different field name. Type in the field names and data types as shown below. The description is optional. For the text properties, enter widths of 25,40,50,30,2,15,25,20,60. Use INPUT MASK for ZIP_CODE and PHONE.
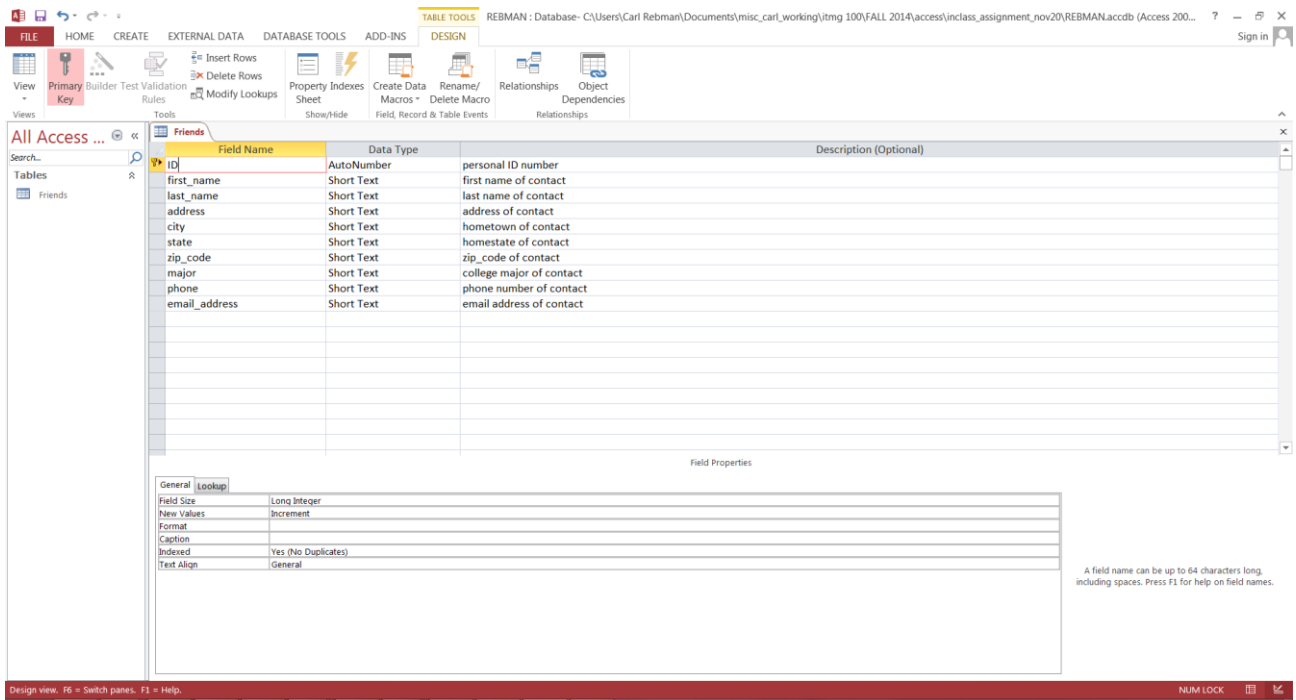

9. Point to the ID field. Click on the 'Key Icon' in the toolbar and make certain that 'PRIMARY KEY is selected. This makes 'ID' the primary key field.
10. Select View/DATASHEET.
11. Type at least five rows of data. The ID number will automatically be provided. Just table over to First, type, then tab to Last, ... push enter after typing the Email Address. The figure on the next page shows sample data. Make up your own information.

12. Click on X (upper right hand corner UNDER THE RIBBON) to close the table. Click on the Create Ribbon tab and select the Report Wizard.
13. In the Report Wizard it will ask several questions: first you need to select the Table 'Friends' so Access will know what table to get the information from. The next screen will have your table field names lists and just use the arrow button to include the fields you wish to have in your report. (select all fields except for ID)
14. Then hit next and you will see a grouping wizard, just select next and move to the next screen. This will pull up a sorting wizard. There will be a white box with a drop down box, hit the arrow and select last name, hit the ASCENDING BUTTON to change to DESCENING then hit the next button. The next screen will ask for you to select column, tabular, justified, Select Tabular and LANDSCAPE and hit the next button.
15. On the next screen you will have the option create a title for your report ie. FRIENDS_REPORT, and select the MODIFY design function. Then select Finish.
16. Your screen should look like the figure below.
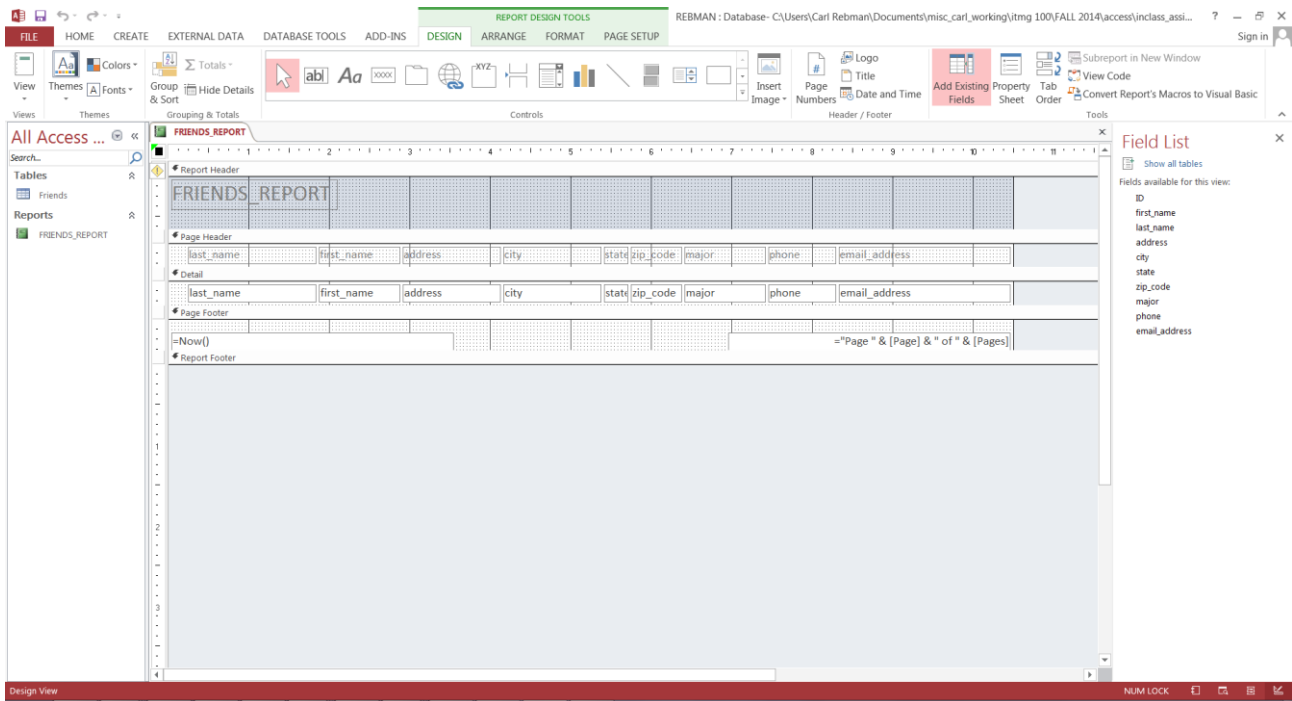
17. Move the column headers down to make room for a picture.
18. Then select from the Design Ribbon Tab, Insert Image, now select the picture you captured.
19. It will ask for the picture filename. Retrieve the file name the folder that you saved your picture.
20. Put the mouse on the picture. Right-click and select properties.
21. In the size mode property, change clip to 'Fit to Grid'. This will enable you to resize the picture.
22. Click on the View Button on the Ribbon and select Preview Report
23. It should look something like the picture below.
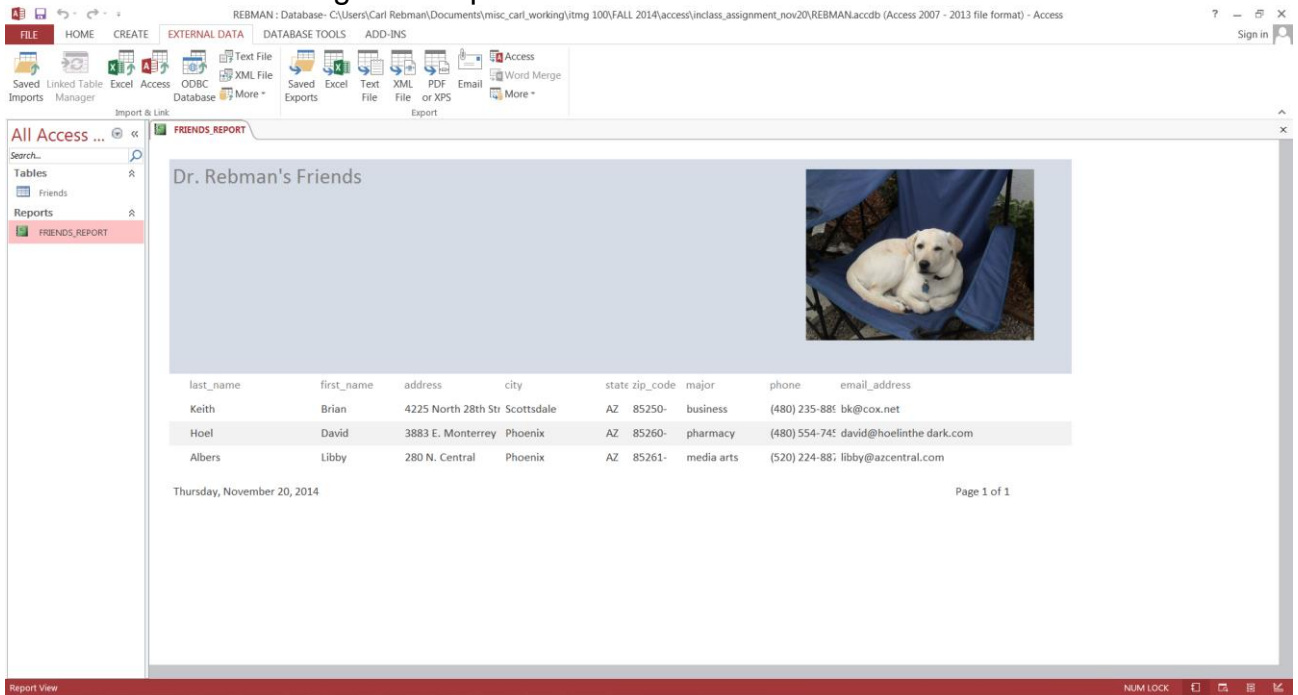
24. To complete the assignment select the EXTERNAL DATA tab from the ribbon and look under EXPORT for the button that allows you to export to HTML (hint: it is under the More drop down options). Select HTML DOCUMENT and follow the wizard instructions to locate your folder you created earlier as the place to save your HTML document and CHECK the box that allows for opening the destination file upon exportcompletion. If successfully your web browser will appear with an HTML copy of your report. See figure below.
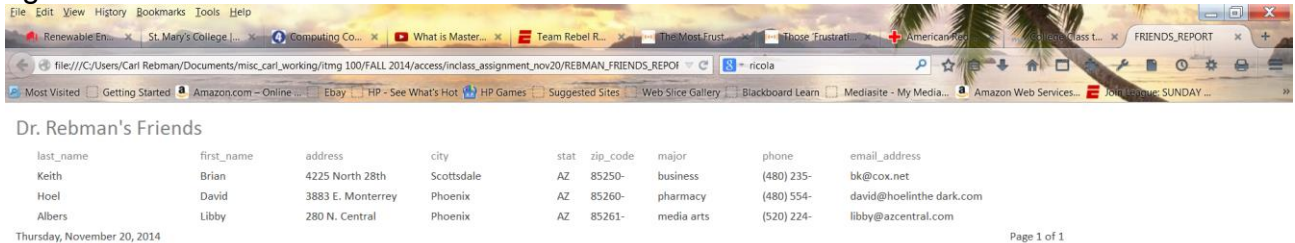
25. Once this task is completed you should close out your HTML page, close out access and then email both accdb and html files to me for assignment submission. Be certain to use the correct subject line in your email.