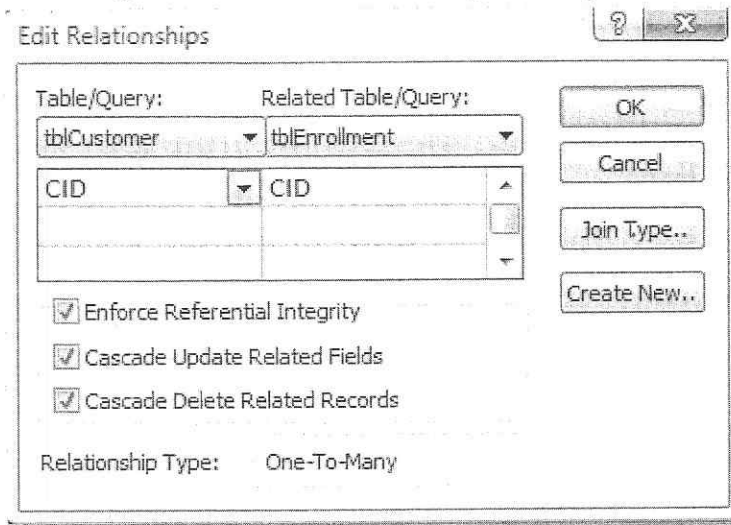


Figure 24: Edit Relationships Dialog Box



**Activity 2: Form Creation and Test Data Entry**


Activity 2 requires you to design Customer, Item, and Enrollment forms, as well as use the forms to enter test data. When designing these forms, you can use Figures 36, 39, and 42 as references. Once the forms are created, you can use the forms to enter the data shown in Figures 43 - 45.

**Task 1: Create the Customer Form**

To create the Customer form, you can:

1. From the Forms group located on the Create tab, click the More Forms button.
2. From the drop-down menu, select the Form Wizard option. See Figure 25.
3. Click the drop-down arrow, and select tblCustomer. Add all the tblCustomer fields to the form. See Figure 26. Click the Next button.
4. Select the columnar layout. See Figure 27. Click the Next button.
5. Select the Access 2007 style. See Figure 28. Click the Next button.
6. Name the form "frmCustomer". See Figure 29. Click the Finish button. The initial Customer form is displayed. See Figure 30.
7. From the Views group, click the down arrow on the View button, and then select Design view. Figure 31 shows the initial Customer form in Design view.
8. If the Field List box is open, click the Close button on the Field List box.

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9. Place the mouse pointer on top of the Detail Section Bar. When the mouse pointer changes to a double-headed arrow  with a thick line between the arrow heads, drag downward until the header section is approximately one inch.
10. Resize the form's border width to approximately seven inches. See Figure 32.
11. In the Form Header section, select the control containing the text "frmCustomer" and then position and resize the control as shown in Figure 32.
12. While the control is still selected, set the font size to 20; bold and center the text "frmCustomer". See Figure 32.
13. Click inside the frmCustomer control and change the text to read "Customer Form".
14. From the Controls group located on the Design tab, select the Label button located on the Toolbox toolbar. See Figure 33.
15. Place your mouse pointer in the Form Header section; then drag to size the control. Use Figure 34 as a guide.
16. Type the words "Timeka's Tanning Salon" inside the control. Set the font size to 26; set the font color to Access Theme 10. (Access Theme 10 is located in the Access Theme Colors group, and is in Column 10, Row 2.)
17. Bold and center the text inside the control.
18. Position the control so that its contents will appear centered on the form.
19. Move to the Detail section. Select the controls, and then right-click.
20. From the Shortcut Menu, select Layout, and then select the Remove command.
21. Using Figure 34 as a guide, reposition the field controls and their labels.
22. Double click the CID label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Customer Identification Number:". See Figure 35.
23. Close the Property Sheet window.
24. Bold and right justify the CID label.
25. Double click the LastName label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Last Name:". Close the Property Sheet window.
26. Bold and right justify the LastName label.

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27. Double click the FirstName label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "First Name:". Close the Property Sheet window.
28. Bold and right justify the FirstName label.
29. Double click the PhoneNumber label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Phone Number:". Close the Property Sheet window.
30. Bold and right justify the PhoneNumber label.
31. Double click the SAddress label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Street Address:". Close the Property Sheet window.
32. Bold and right justify the SAddress label.
33. Double click the City label. The Property Sheet window should appear. Click the Format tab. In the Caption box, insert a colon after "City". Close the Property Sheet window.
34. Bold and right justify the City label.
35. Double click the State label. The Property Sheet window should appear. Click the Format tab. In the Caption box, insert a colon after "State". Close the Property Sheet window.
36. Bold and right justify the State label.
37. Double click the ZipCode label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Zip Code:". Close the Property Sheet window.
38. Bold and right justify the ZipCode label.
39. While holding down the Shift key, click each control in the Detail Section (CID, LastName, FirstName, PhoneNumber, SAddress, City, State, and ZipCode).
40. Click the down arrow beside the Font Color button. From the Access Theme colors group, select Access Theme 9 (row 2, Column 9).
41. Make any other adjustments that you feel are necessary to improve the Customer form's appearance. See Figure 36.
42. Save the form.

Figure 25: Form Wizard Command

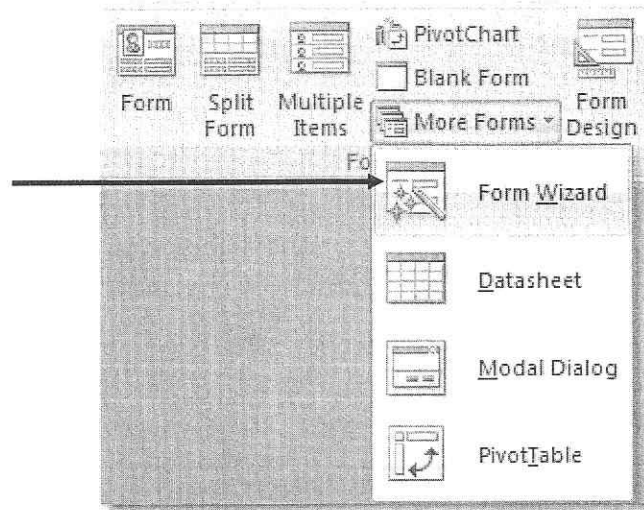


Figure 26: Form Wizard Field Selection

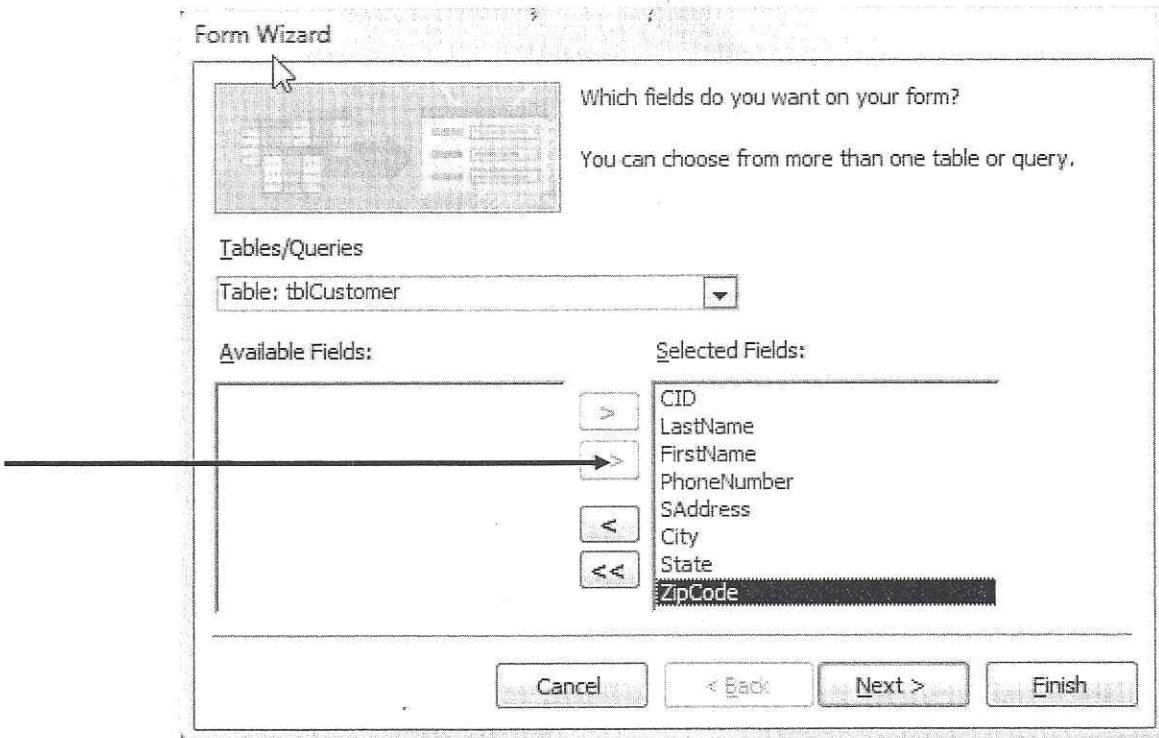




Figure 27: Form Wizard Layout Dialog Box

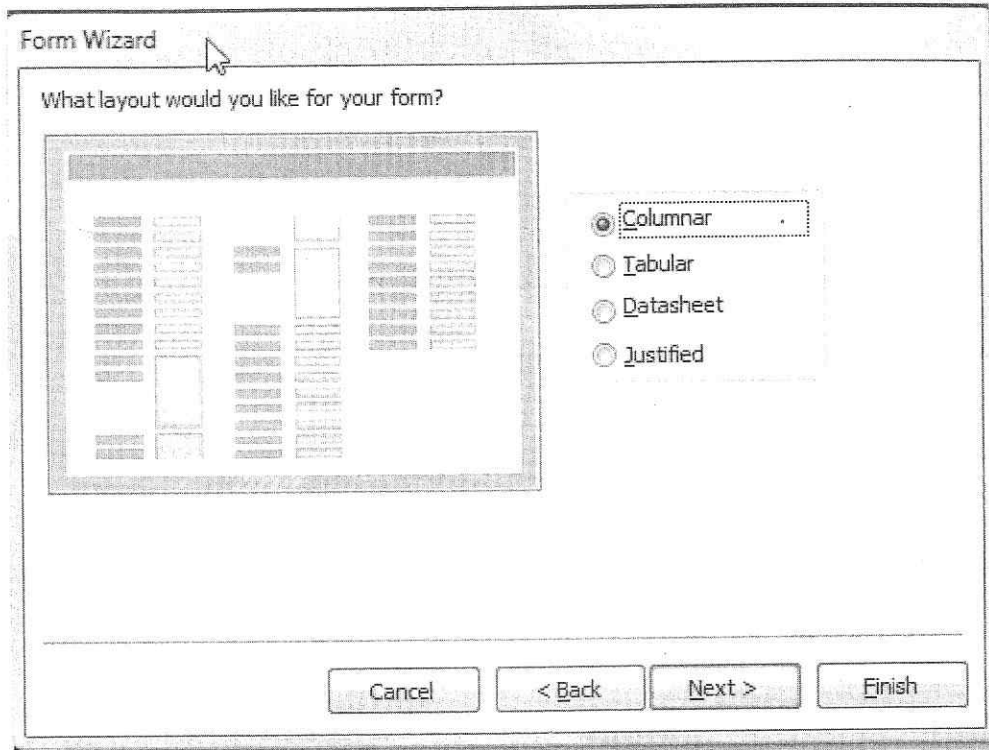
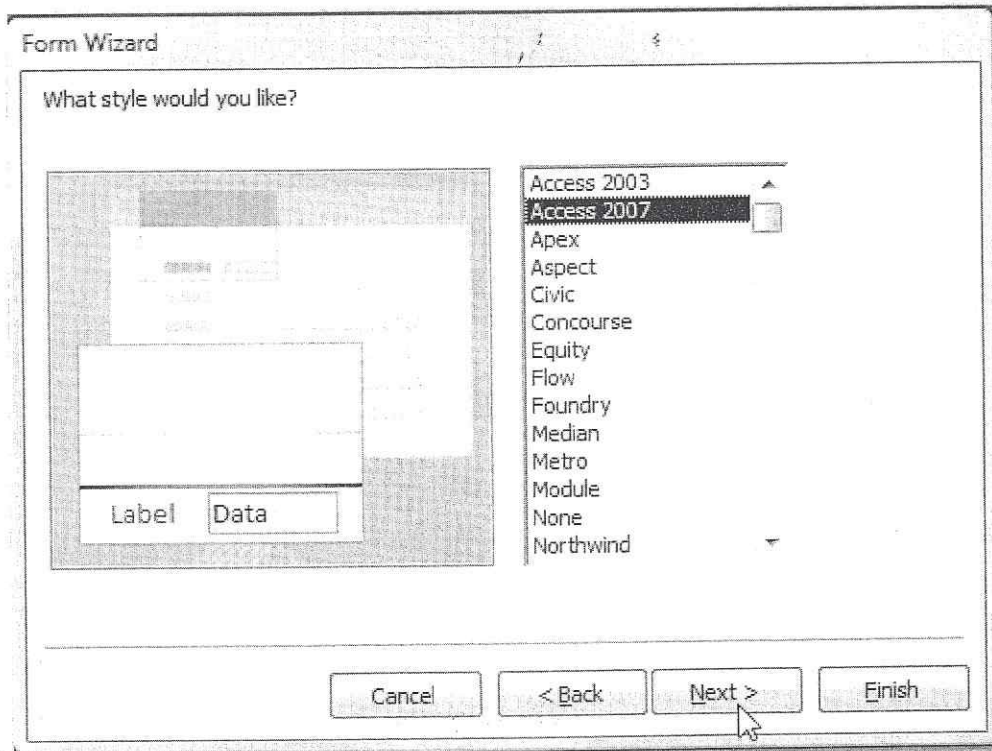
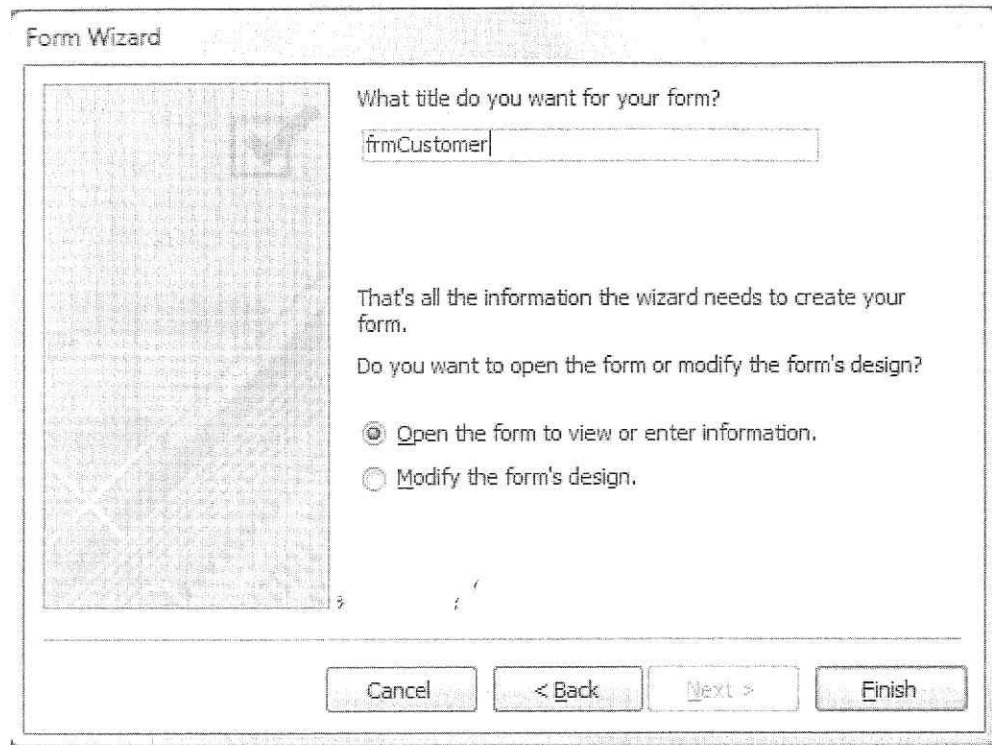


Figure 28: Form Wizard Style Dialog Box



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Figure 29: Form Wizard Name Dialog Box



The dialog box is titled "Form Wizard". It contains a preview window on the left showing a grid. The main text asks "What title do you want for your form?" with a text box containing "frmCustomer". Below this, it says "That's all the information the wizard needs to create your form." and "Do you want to open the form or modify the form's design?". There are two radio buttons: "Open the form to view or enter information." (selected) and "Modify the form's design." (unselected). At the bottom are buttons for "Cancel", "< Back", "Next >", and "Finish".

Form Wizard

What title do you want for your form?

frmCustomer

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.

Modify the form's design.

Cancel < Back Next > Finish

Figure 30: Initial Customer Form



The form is titled "frmCustomer". It has a list of fields on the left and corresponding input boxes on the right. The fields are: CID (with a dropdown menu showing "New"), LastName, FirstName, PhoneNumber, SAddress, City (with "San Francisco" entered), State (with "CA" entered), and ZipCode.

frmCustomer

CID [New]

LastName

FirstName

PhoneNumber

SAddress

City San Francisco

State CA

ZipCode



Figure 31: Initial Customer Form in Design View

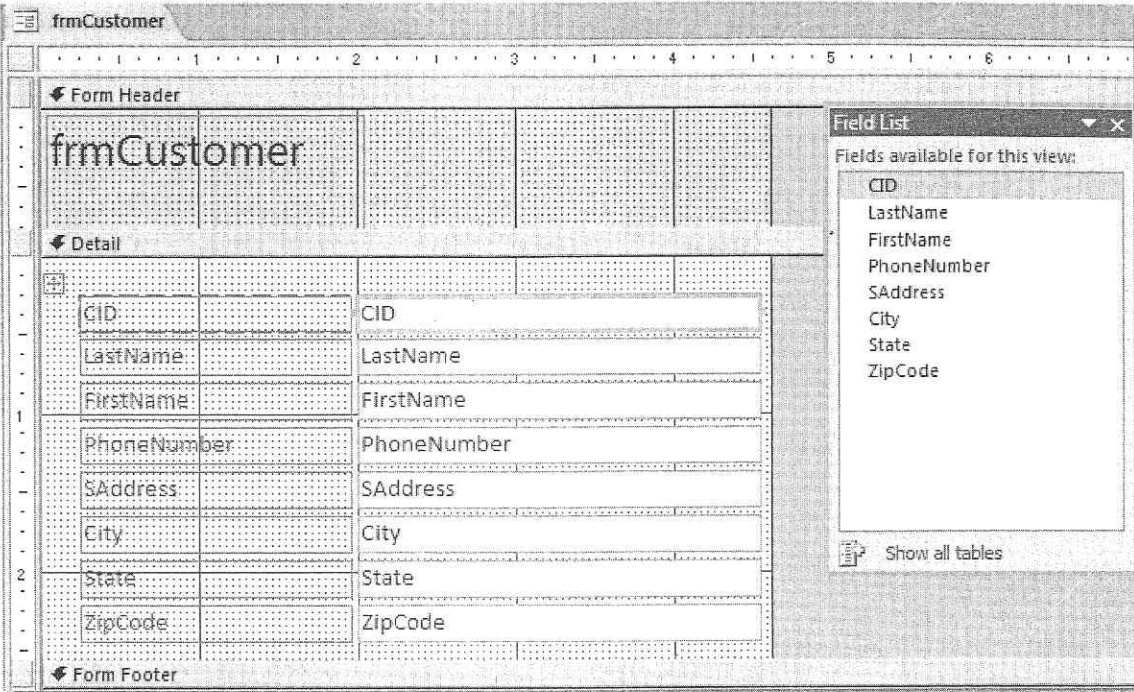
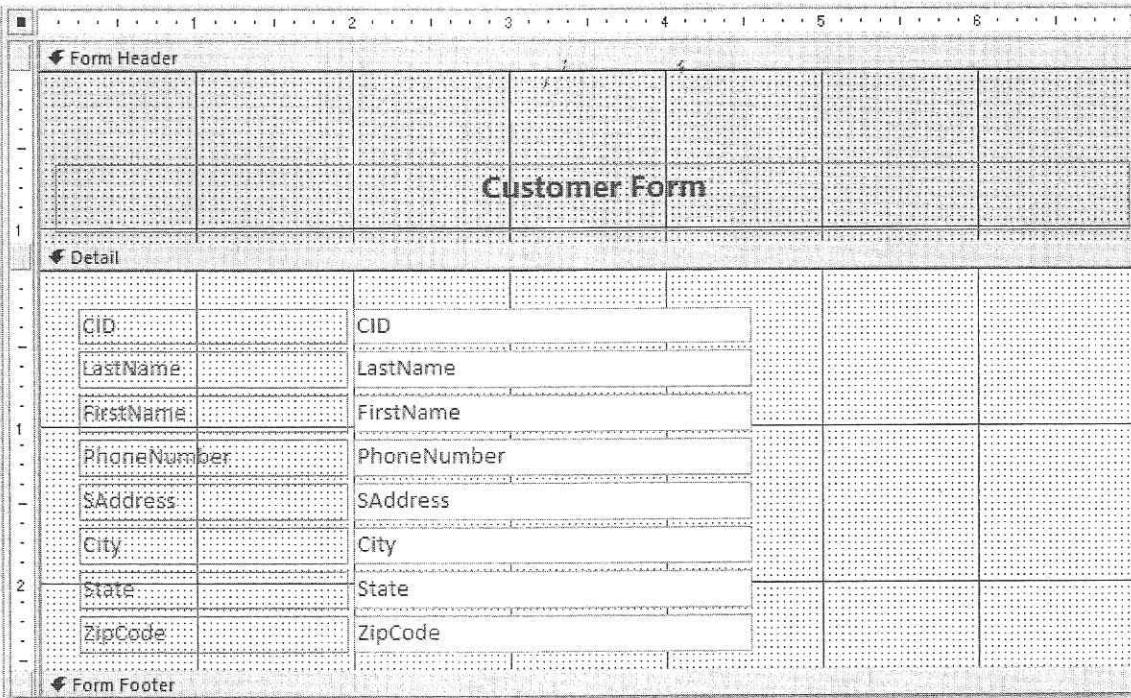


Figure 32: Customer Form with Increased Header Section and Border Width





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Figure 33: Controls Group

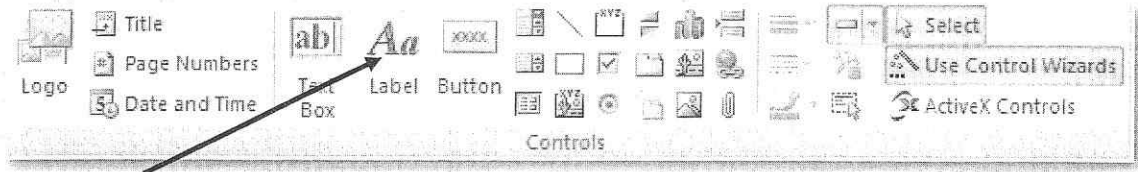


Figure 34: Customer Form in Design View

The image shows a Microsoft Access form in Design View. The form is titled 'Timeka's Tanning Salon Customer Form'. It is divided into three sections: 'Form Header', 'Detail', and 'Form Footer'. The 'Form Header' section contains the title. The 'Detail' section contains a table with the following fields:

Field Name	Field Value
Customer Identification Number:	CID
Last Name:	LastName
First Name:	FirstName
Phone Number:	PhoneNumber
Street Address:	SAddress
City:	City
State:	State
Zip Code:	ZipCode



Figure 35: Property Sheet Window

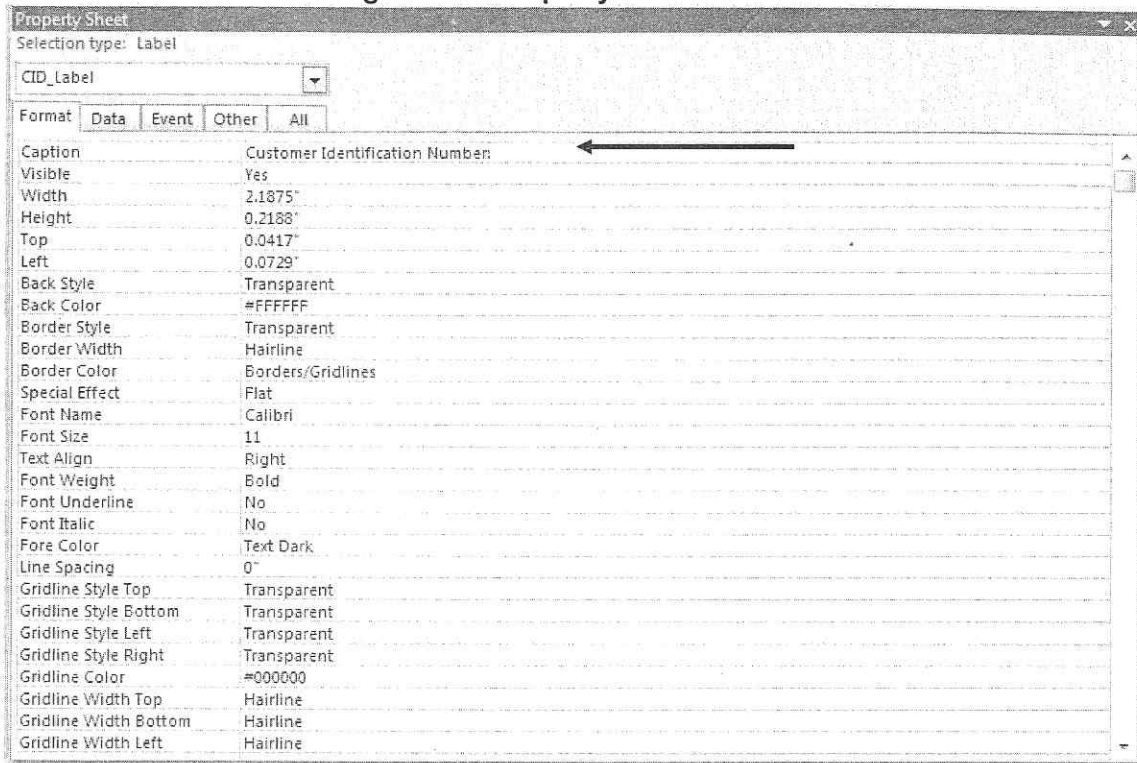


Figure 36: Customer Form in Form View

**Timeka's Tanning Salon**

**Customer Form**


Customer Identification Number:	<input type="text" value="1"/>	Street Address:	<input type="text" value="1010 Boulevard Rd."/>
Last Name:	<input type="text" value="Grant"/>	City:	<input type="text" value="San Francisco"/>
First Name:	<input type="text" value="Mitchell"/>	State:	<input type="text" value="CA"/>
Phone Number:	<input type="text" value="(999) 555-1255"/>	Zip Code:	<input type="text" value="94111"/>

**Task 2: Create the Item Form**

To create the Item form, you can:

1. From the Forms group located on the Create tab, click the More Forms button.

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2. From the drop-down menu, select the Form Wizard option.
3. Click the drop-down arrow, and select tblItem.
4. Add all the tblItem fields to the form. Click the Next button.
5. Select the Columnar layout. Click the Next button.
6. Select the Access 2007 style. Click the Next button.
7. Name the form "frmItem". Click the Finish button. The initial Item form is displayed.
8. From the Views group, click the down arrow on the View button, and then select Design view. See Figure 37.
9. If necessary, click the Close button on the Field List box.
10. Place the mouse pointer on top of the Detail Section Bar. When the mouse pointer changes to a double-headed arrow  with a thick line between the arrow heads, drag downward until the header section is approximately one inch.
11. Resize the form's border width to approximately seven inches. See Figure 38.
12. In the Form Header section, select the control containing the text "frmItem" and then position and resize the control as shown in Figure 38.
13. While the control is still selected, set the font size to 20; bold and center the text "frmItem".
14. Click inside the frmItem control and change the text to read "Item Form".
15. From the Controls group located on the Design tab, select the Label button located on the Toolbox toolbar. Refer back to Figure 33.
16. Place your mouse pointer in the Form Header section; then drag to size the control. Use Figure 38 as a guide.
17. Type the words "Timeka's Tanning Salon" inside the control. Set the font size to 26; set the font color to Access Theme 10. (Access Theme 10 is located in the Access Theme Colors group, and is in Column 10, Row 2.)
18. Bold and center the text inside the control.
19. Position the control so that its contents will appear centered on the form.
20. Move to the Detail section. Select the controls, and then right-click.
21. From the Shortcut Menu, select Layout, and then select the Remove command.



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22. Using Figure 38 as a guide, reposition the field controls and their labels.
23. Double click the IType label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Item Type:". Close the Property Sheet window.
24. Bold and right justify the IType label.
25. Double click the Description label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type a colon after Description. Close the Property Sheet window.
26. Bold and right justify the Description label.
27. Double click the Price label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type a colon after Price. Close the Property Sheet window.
28. Bold and right justify the Price label.
29. While holding down the Shift key, click each control in the Detail section (IType, Description, and Price).
30. Click the down arrow beside the Font Color button. From the Access Theme colors group, select the Access Theme 9 (row 2, Column 9).
31. Make any other adjustments that you feel are necessary to improve the Item form's appearance. See Figure 39.
32. Save the form.

Figure 37: Initial Item Form

Form Header	
frmItem	

Detail	
IType	IType
Description	Description
Price	Price

Form Footer	

Figure 38: Final Item Form in Design View

Figure 39: Item Form in Form View


### Task 3: Create the Enrollment Form

To create the Enrollment form, you can:

1. From the Forms group located on the Create tab, click the More Forms button.
2. From the drop-down menu, select the Form Wizard option.
3. Click the drop-down arrow, and select tblEnrollment.
4. Add all the tblEnrollment fields to the form. Click the Next button.
5. Select the Columnar layout. Click the Next button.
6. Select the Access 2007 style. Click the Next button.
7. Name the form "frmEnrollment". Click the Finish button. The initial Enrollment form is displayed. See Figure 40.



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8. From the Views group, click the down arrow on the View button, and then select Design view.
9. If necessary, click the Close button on the Field List box.
10. Place the mouse pointer on top of the Detail Section Bar. When the mouse pointer changes to a double-headed arrow  with a thick line between the arrow heads, drag downward until the header section is approximately one inch.
11. Resize the form's border width to approximately seven inches.
12. In the Form Header section, select the control containing the text "frmEnrollment" and then position and resize the control as shown in Figure 41.
13. While the control is still selected, set the font size to 20; bold and center the text "frmEnrollment". See Figure 41.
14. Click inside the frmEnrollment control and change the text to read "Enrollment Form".
15. From the Controls group located on the Design tab, select the Label button located on the Toolbox toolbar. Refer back to Figure 33.
16. Place your mouse pointer in the Form Header section; then drag to size the control. Use Figure 41 as a guide.
17. Type the words "Timeka's Tanning Salon" inside the control. Set the font size to 26; set the font color to Access Theme 10. (Access Theme 10 is located in the Access Theme Colors group, and is in Column 10, Row 2.)
18. Bold and center the text inside the control.
19. Position the control so that its contents will appear centered on the form.
20. Move to the Detail section. Select the controls, and then right-click.
21. From the Shortcut Menu, select Layout, and then select the Remove command.
22. Using Figure 41 as a guide, reposition the field controls and their labels.
23. Double click the ENID label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Enrollment Identification Number:". Close the Property Sheet window.
24. Bold and right justify the ENID label.
25. Double click the CID label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Customer Identification Number:". Close the Property Sheet window.
26. Bold and right justify the CID label.

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27. Double click the IType label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Item Type:". Close the Property Sheet window.
28. Bold and right justify the IType label.
29. Double click the EDate label. The Property Sheet window should appear. Click the Format tab. In the Caption box, type "Enrollment Date:". Close the Property Sheet window.
30. Bold and right justify the EDate label.
31. While holding down the Shift key, click each control in the Detail section (ENID, CID, IType, and EDate).
32. Click the down arrow beside the Font Color button. From the Access Theme colors group, select Access Theme 9 (row 2, Column 9).
33. While the controls are still selected, click the Property Sheets button located in the Tools group.
34. In the Border Width box, click the drop down arrow and select 1pt.
35. Make any other adjustments that you feel are necessary to improve the Item form's appearance. Figure 42 shows the final Enrollment form.
36. Save the form.

Figure 40: Initial Enrollment Form in Design View

Form Header	
frmEnrollment	

Detail	
ENID	ENID
CID	CID
IType	IType
EDate	EDate

Form Footer	



Figure 41: Enrollment Form in Design View After Changes

Figure 42: Enrollment Form in Form View

**Task 4: Enter the Customer, Item, and Enrollment Data**

1. Use your newly created Customer form to enter the customer data shown in Figure 43.
2. Use your newly created Item form to enter the item data shown in Figure 44.
3. Use your newly created Enrollment form to enter the enrollment data shown in Figure 45.

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**Figure 43: Customer Data**

Customer Identification Number	Last Name	First Name	Phone Number	Street Address	City	State	Zip Code
1	Grant	Mitchell	(999)555-1255	1010 Boulevard Rd.	San Francisco	CA	94111
2	Sasser	Lexina	(999)555-6456	210 Rushing Meadows	San Francisco	CA	94112
3	Rother	Elwood	(999)555-6577	3001 Ripple Creek	San Francisco	CA	94113
4	Chen	Shibo	(999)555-4789	15712 Tanglewood Road	San Francisco	CA	94113
5	Elotmani	Damir	(999)555-3812	2121 Hyde Parke	San Francisco	CA	94115
6	Schoenhals	Elijah	(999)555-6058	1920 Pine Drive	San Francisco	CA	94111
7	Erbst	Troy	(999)555-1300	1780 Glacier Drive	San Francisco	CA	94112
8	Ottinger	Clarissa	(999)555-9351	11908 Coltrane	San Francisco	CA	94112
9	Blochowiak	Edith	(999)555-0202	1223 Ridgewood	San Francisco	CA	94115
10	Harley	Sasha	(999)555-5931	10625 Brighton	San Francisco	CA	94115

**Figure 44: Item Data**

Item Type	Description	Item Price
SE001	One Session	\$5.00
SE002	5 Sessions	\$25.00
SE003	10 Sessions	\$50.00
SE004	15 Sessions	\$75.00
SE005	20 Sessions	\$100.00
SP001	One Month Unlimited	\$35.00
SP002	Monthly Special	\$30.00
SP003	Loyal Customer	\$29.99
SP004	Referral	\$29.99
SP005	Yearly Enrollment	\$350.00



**Figure 45: Enrollment Data**

Customer Last Name	Description	Enrollment Date
Sasser	5 Sessions	1/17/2007
Rother	One Month Unlimited	1/18/2007
Chen	10 Sessions	1/15/2007
Elotmani	One Session	1/18/2007
Schoenhals	Loyal Customer	1/18/2007
Erbst	15 Sessions	1/18/2007
Ottinger	One Month Unlimited	8/15/2007
Blochowiak	10 Sessions	8/15/2007
Harley	5 Sessions	8/20/2007

**Activity 3: Query Creation**

Activity 3 creates three queries. The first query, qrySingleSession, identifies how many customers have purchased a single tanning session. The second query, qryInactive, identifies the salon's customers who are not currently enrolled. The third query, qryNewEnrollment, identifies the customers that enrolled after August 1, 2007.

**Task 1: Create the qrySingleSession Query**

1. From the Other group located on the Create tab, click the Query Design button. See Figure 46.
2. The Query Design view and the Show Table dialog box open. (If the Show Table dialog box is not open, click the Show Table button located in the Query Setup group.)
3. In the Show Table dialog box, double click tblEnrollment and tblItem. The field lists for both tables should now be added to the top pane of the Query Design window. Click the Close button.
4. Add the Description field from the tblItem table and the IType field from the tblEnrollment table to the query design grid. (You can add a field by double clicking its name.)
5. From the Show/Hide group, click the Totals button. See Figure 47.
6. In the Total row for the IType field, click the drop-down arrow and select Count from the drop-down list. (If the drop-down arrow is not showing, just click by the word "By". The drop-down arrow should now appear.)