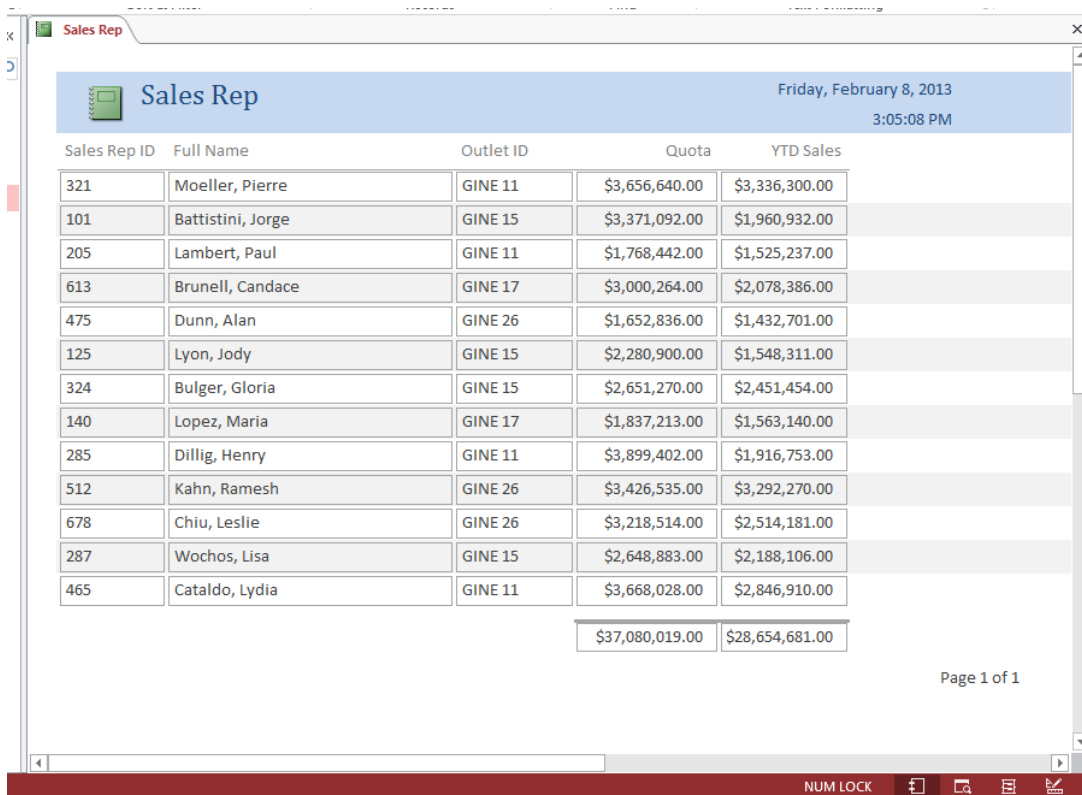


Microsoft Access 2016 – Final Exam Part 2

Creating a Report for the Electronic Accessories Database

Purpose: To demonstrate the ability to create and format a report in Design View.

1. Using the **GetItNow Electronics** database you created for Part 1, create the report shown in Figure 1 below for the Sales Rep table.
2. Insert the date using the format shown
3. Insert the time using the format shown
4. Add total for the Quota
5. Add total for the YTD Sales
6. Include an image of an automobile or sales rep (not shown in report below)
7. Change the report Theme to Essential or a Theme of your choice
8. Change the Alternate Row color to one other than the default (Gray)
9. Add a Fill Color to the Total Box for Quota
10. Add a Fill Color to the Total Box for YTD Sales



Sales Rep ID	Full Name	Outlet ID	Quota	YTD Sales
321	Moeller, Pierre	GINE 11	\$3,656,640.00	\$3,336,300.00
101	Battistini, Jorge	GINE 15	\$3,371,092.00	\$1,960,932.00
205	Lambert, Paul	GINE 11	\$1,768,442.00	\$1,525,237.00
613	Brunell, Candace	GINE 17	\$3,000,264.00	\$2,078,386.00
475	Dunn, Alan	GINE 26	\$1,652,836.00	\$1,432,701.00
125	Lyon, Jody	GINE 15	\$2,280,900.00	\$1,548,311.00
324	Bulger, Gloria	GINE 15	\$2,651,270.00	\$2,451,454.00
140	Lopez, Maria	GINE 17	\$1,837,213.00	\$1,563,140.00
285	Dillig, Henry	GINE 11	\$3,899,402.00	\$1,916,753.00
512	Kahn, Ramesh	GINE 26	\$3,426,535.00	\$3,292,270.00
678	Chiu, Leslie	GINE 26	\$3,218,514.00	\$2,514,181.00
287	Wochos, Lisa	GINE 15	\$2,648,883.00	\$2,188,106.00
465	Cataldo, Lydia	GINE 11	\$3,668,028.00	\$2,846,910.00
			\$37,080,019.00	\$28,654,681.00

Figure 1

***NOTE: Sales Rep ID 321 will reflect your Last Name, First Name