

Print Info



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Access 2019 In Practice - Ch 6 Guided Project 6-1

COURSE NAME BIS245 JAN21 Master | Database Essentials for Business with Lab - 10932

Start Date:01/30/2111:59 PMUS/Mountain **Due Date:**02/07/2111:59 PMUS/Mountain **End Date:**02/28/2111:59 PMUS/Mountain

Guided Project 6-1

For this project, you enhance the functionality of the database for a friend's music collection. Recall that in Guided Project 4-1 you used the *Report Wizard* to create a report that shows all the songs on each album. For this project, you create an improved report that is grouped by artist and shows all the albums and song details. You use *Design* view to create the main report and the subreport and customize the report in *Design* view to add sections, add and edit controls, and add a running total. Finally, you create and customize a clustered bar chart in a new report.

[Student Learning Outcomes 6.4, 6.5, 6.6, 6.7, 6.8]

File Needed: **MusicDatabase-06.accdb** (Available from the Start File link.)

Completed Project File Name: **[your name]-MusicDatabase-06.accdb**

Skills Covered in This Project

- Create a main report in *Design* view.
- Edit a report in *Design* view.
- Add a group section to a report.
- Add and edit a control in a report.
- Create a subreport using the *Report Wizard*.
- Add a subreport to a main report.
- Add totals to a subreport.
- Concatenate text data.
- Add totals to a main report
- Create and customize a chart in a report.

Alternate This image appears when a project instruction has changed to accommodate an update to **Microsoft 365 Apps**. If the instruction does not match your version of Office, try using the alternate instruction instead.

- ☐ Open the **MusicDatabase-06** database start file.
- ☐ The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor
- ☐ Enable content in the security warning.
- Build the main report. To provide context for the steps in the project, view the completed report in Figure 6-118.
 - ☐ Click the **Report Design** button [*Create* tab, *Reports* group] to open a new report.
 - ☐ Click the **Property Sheet** button [*Report Design Tools Design* tab, *Tools* group] and the **Format** tab if necessary.

Alternate Click the **Property Sheet** button [*Design* tab, *Tools* group] and the **Format** tab if necessary.
 - ☐ Enter **7"** in the *Width* property.
 - ☐ Click the **Data** tab.
 - ☐ Click the **drop-down arrow** in the *Record Source* property and select the **Albums** table.
 - ☐ Click the **Add Existing Fields** button [*Report Design Tools Design* tab, *Tools* group] to open the *Field List*.

Alternate Click the **Add Existing Fields** button [*Design* tab, *Tools* group] to open the *Field List*.
 - ☐ Double-click the **AlbumName** and **Artist** fields to add them into the *Detail* section.

- h. ☐ Save the report as **SongListingOnAlbumsByArtist**.
5. Add a group section to the report.
- ☐ Click the **Group & Sort** button [*Report Design Tools Design* tab, *Grouping & Totals* group] to open the *Group, Sort, and Total* pane at the bottom of the report.
☒ **Alternate** Click the **Group & Sort** button [*Design* tab, *Grouping & Totals* group] to open the *Group, Sort, and Total* pane at the bottom of the report.
 - ☐ Select the **Add a group** option in the *Group, Sort, and Total* pane.
 - ☐ Select the **Artist** field from the field list.
 - ☐ Click the **More** button in the *Group, Sort, and Total* pane to display the available options (Figure 6-114).
 - ☐ Change the *without a footer section* option to **with a footer section**.
 - ☐ Change the *do not keep group together on one page* option to **keep whole group together on one page**.
 - ☐ Close the *Group, Sort, and Total* pane by clicking the **X** on the *Group, Sort, and Total* pane header. Be careful not to click the *Delete* button inside the pane or you will remove the group.
 - ☐ Save the changes made to the report.
6. Modify the report.
- ☐ Move your pointer to the bottom edge of the *Page Header* section. The pointer changes to the resize arrow. Move the **resize arrow** up to the *Page Header* bar to remove the space in the section.
 - ☐ Right-click inside the report to open the context menu.
 - ☐ Select the **Report Header/Footer** option to add *Report Header* and *Report Footer* sections to the report.
 - ☐ Click inside the *Report Header* section.
 - ☐ Press **F4** to open the *Property Sheet* and click the **Format** tab if necessary.
 - ☐ Enter **.5"** in the *Height* property.
 - ☐ Click inside the *Artist Header* section.
 - ☐ Enter **.3"** in the *Height* property.
 - ☐ Follow the same steps to set the *Height* property of the *Artist Footer* section and *Page Footer* section to **.25"**, if necessary, and the *Detail* section to **2"**.
 - ☐ Add a **label** control into the *Report Header* section and type **Songs on My Albums** into the label.
 - ☐ Select the label and enter **1.8"** in the *Width* property, **.25"** in the *Height* property, **.15"** in the *Top* property, **2.7"** in the *Left* property, **14** in the *Font Size* property, select **Bold** in the *Font Weight* property, and **Yes** in the *Font Italic* property.
 - ☐ Click the **Page Numbers** button [*Report Design Tools Design* tab, *Header/Footer* group].
☒ **Alternate** Click the **Page Numbers** button [*Design* tab, *Header/Footer* group].
 - ☐ Select the **Page N of M** radio button, the **Bottom of Page [Footer]** radio button, and **Center** alignment.
 - ☐ Click **OK**.
 - ☐ Select the **Artist** text box. Press and hold the **Shift** key and select the **Artist** label. Both controls should be selected.
 - ☐ Drag the **selected controls** into the *Artist Header* section. Click anywhere to deselect both controls.
 - ☐ Select the **Artist** text box and enter **2.5"** in the *Width* property, **.03"** in the *Top* property, and **1.5"** in the *Left* property, and select **Transparent** in the *Border Style* property. When entering property values, don't worry if Access slightly changes a few of the values (for example, .03" becomes .0299").
 - ☐ Select the **Artist** label and enter **Recording Artist** in the *Caption* property, **1.1"** in the *Width* property, **.03"** in the *Top* property, and **.35"** in the *Left* property.
 - ☐ Select the **AlbumName** label and enter **Album** in the *Caption* property, **.5"** in the *Width* property, **.05"** in the *Top* property, and **.35"** in the *Left* property.
 - ☐ Select the **AlbumName** text box and enter **3.5"** in the *Width* property, **.05"** in the *Top* property, and **1"** in the *Left* property, and select **Transparent** in the *Border Style* property. The report should look similar to Figure 6-115.
 - ☐ Save and close the report.
7. Build the subreport.
- ☐ Click the **Report Design** button [*Create* tab, *Reports* group] to create a new report.
 - ☐ Press **F4** to open the **Property Sheet** and click the **Format** tab if necessary.
 - ☐ Type **6"** in the *Width* property.
 - ☐ Click the **Data** tab.
 - ☐ Click the **drop-down arrow** in the *Record Source* property and select the **Songs** table.

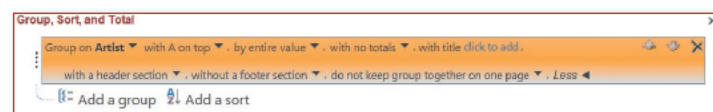


Figure 6-114 Group, Sort, and Total pane

- f. ☐ Click the **Add Existing Fields** button [*Report Design Tools Design tab, Tools group*] to open the *Field List*.
Alternate Click the **Add Existing Fields** button [*Design tab, Tools group*] to open the *Field List*.
- g. ☐ Add the **SongTitle** and **Length** fields into the *Detail* section. The *Length* text box should be selected.
- h. ☐ Press and hold the **Shift** key and select the **SongTitle** text box.
- i. ☐ Click **Tabular** [*Report Design Tools Arrange tab, Table group*].
Alternate Click **Tabular** [*Arrange tab, Table group*].
- j. ☐ Press **F4** to open the *Property Sheet* and click the **Format** tab if necessary.
- k. ☐ Enter **.02"** in the *Top* property.
- l. ☐ Right-click inside the report to open the context menu.
- m. ☐ Select the **Report Header/Footer** option to add *Report Header* and *Report Footer* sections to the report.
- n. ☐ Select both label controls in the *Page Header* section.
- o. ☐ Click the **Move Up** button [*Report Design Tools Arrange tab, Move group*].
Alternate Click the **Move Up** button [*Arrange tab, Move group*].
- p. ☐ Enter **.2"** in the *Height* property and **.02"** in the *Top* property.
- q. ☐ Right-click inside the report to open the context menu.
- r. ☐ Select the **Page Header/Footer** option to delete the *Page Header* and *Footer* sections.
- s. ☐ Click the **Report Header** section bar and enter **.25"** in the *Height* property.
- t. ☐ Follow the same steps to set the *Height* property of the *Detail* and *Report Footer* sections to **.25"** if necessary. The report should be similar to Figure 6-116.
- u. ☐ Save the report as **SongsSubreport**.
- v. ☐ Close the report.

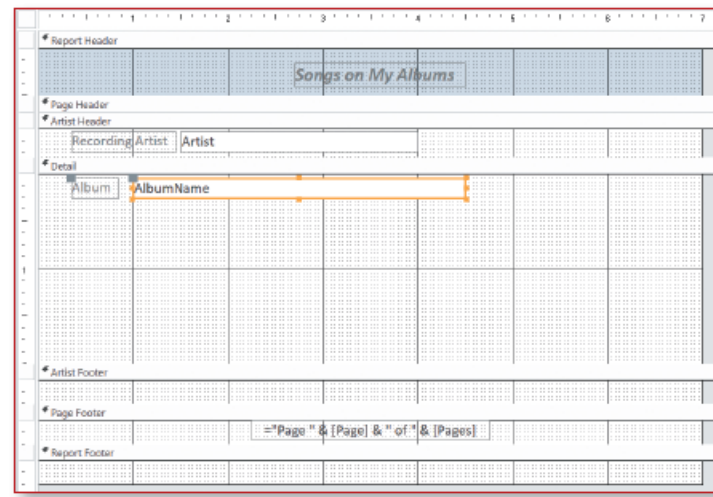


Figure 6-115 Design view of the main report

8. Add the subreport to the main report.
 - a. ☐ Open the **SongListingOnAlbumsByArtist** report in *Design* view.
 - b. ☐ Click the **Subform/Subreport** button [*Report Design Tools Design tab, Controls group*].
Alternate Click the **Subform/Subreport** button [*Design tab, Controls group*].
 - c. ☐ Click inside the *Detail* section of the report, close to the left border, below the *Album* label. The *SubReport Wizard* launches.
 - d. ☐ Select the **Use an existing report or form** radio button. The *SongsSubreport* report should be highlighted in the list.
 - e. ☐ Click **Next**.
 - f. ☐ Accept the **Choose from a list** radio button and the **Show Songs for each record in Albums using AlbumID** statement and click **Next**.
 - g. ☐ Accept the suggested name for the subreport and click **Finish**. The subreport is added into the main report.
 - h. ☐ Switch to *Layout* view (Figure 6-117). Verify that the subreport is correctly linked to the main report.
 - i. ☐ Save the report.

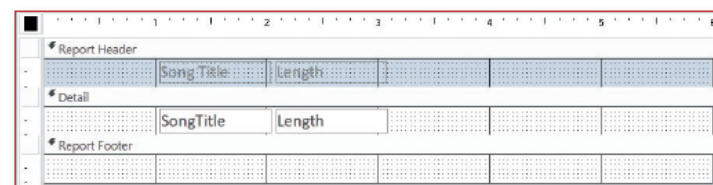


Figure 6-116 Design view of the subreport

9. Customize the main report and subreport.
 - a. ☐ Switch to *Design* view.
 - b. ☐ Click to select the **SongsSubreport** label.
 - c. ☐ Press **Delete**.
 - d. ☐ Select the subreport.
 - e. ☐ Enter **.4"** in the *Top* property, **1"** in the *Left* property, and select **Transparent** in the *Border Style* property.
 - f. ☐ Save and close the report.

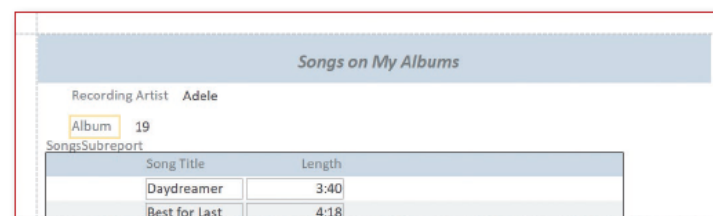


Figure 6-117 Layout view of the main report after adding the subreport

10. Open the *SongsSubreport* in *Design* view.
 - a. ☐ Open the *Property Sheet* and click the **Format** tab if necessary.
 - b. ☐ Select both the **Length** text box and label.
 - c. ☐ Enter **.5"** in the *Width* property.

- ## Songs on My Albums

Recording Artist **Adele**

Album **19**

Song Title	Length
Daydreamer	3:40
Best for Last	4:18
Chasing Pavements	3:30
Cold Shoulder	3:11
Crazy for You	3:28
Melt My Heart to Stone	3:23
First Love	3:10
Right as Rain	3:17
Make You Feel My Love	3:32
My Same	3:15
Tired	4:18
Hometown Glory	4:31

Total number of songs: 12

Album **21**

Song Title	Length
Rolling in the Deep	3:49
Rumour Has It	3:43
Turning Tables	4:10
Don't You Remember?	4:03
Set Fire to the Rain	4:01
He Won't Go	4:37
Take It All	3:48
I'll Be Waiting	4:01
One and Only	5:48
Lovesong	5:16
Someone Like You	4:47

Total number of songs: 11

Total number of albums by Adele: 2
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[Report Design Tools

Design tab, Controls

group] to display the list

of available charts.

Figure 6-118 Print Preview view of completed report

 **Alternate** Click the **Insert Modern Chart** button [Design tab, Controls group] to display the list of available charts.

- b. ☐ Select **Bar** from the list and then select **Clustered Bar** from the additional set of available charts.
- c. ☐ Move the pointer into the *Detail* section of the report, and click to insert the chart.

14. Customize the chart data.

- a. ☐ Click **Data** in the *Chart Settings* pane, if not already selected.
- b. ☐ Select the **Tables** radio button in the *Data Source* section.
- c. ☐ Click the **drop-down arrow** in the *Data Source* box and select **Albums**.
- d. ☐ Select **Genre** as the *Axis (Category)* field.
- e. ☐ Select **AlbumID** as the *Values (Y axis)* field.
- f. ☐ Hover over the **AlbumID** field and then click the arrow to display the list of aggregation choices.
- g. ☐ Select **Count**.

15. Modify the chart properties.

- a. ☐ Click the **Property Sheet** button [Report Design Tools Design tab, Tools group].
 **Alternate** Click the **Property Sheet** button [Design tab, Tools group].
- b. ☐ Enter **4.5"** in the *Width* property, **4"** in the *Height* property, **.5"** in the *Top* property, and **1"** in the *Left* property.
- c. ☐ Select **No** in the *Has Legend* property.
- d. ☐ Enter **Albums by Genre** in the *Chart Title* property.
- e. ☐ Enter **16** in the *Chart Title Font Size* property.
- f. ☐ Enter **Number of Albums** in the *Primary Values Axis Title* property.
- g. ☐ Press **F4** to close the *Property Sheet*.
- h. ☐ Save the report. The completed chart should look similar to Figure 6-119.

- 16. ☐ Close the report.
- 17. ☐ Save and close the database.
- 18. ☐ Upload and save your project file.
- 19. ☐ Submit project for grading.

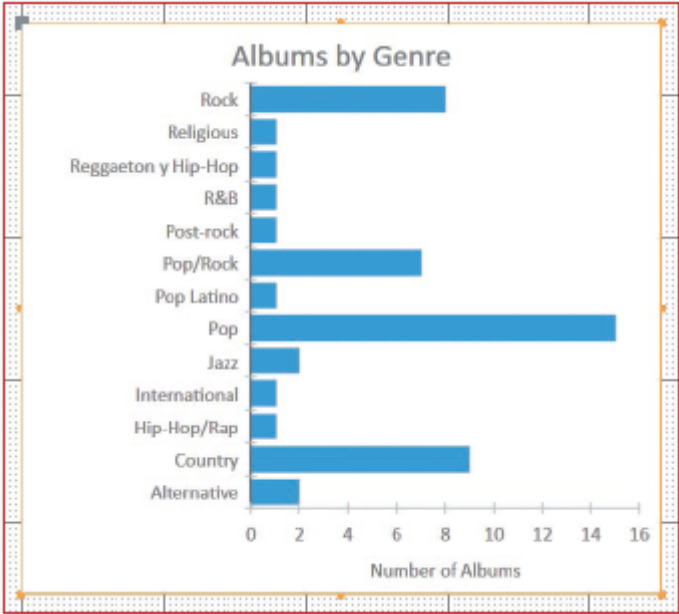


Figure 6-119 Design view of completed *Albums by Genre* chart