

Fall 2015 Database Lab

Assignment: Database Application: Tracking Software Licenses at Campus Travel

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/23/2015

Notes: This presentation shows most if not all the required steps in completing the assignment database. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.

There is student responsibility that is not shown in this presentation.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

C:\Users\Tim\Documents\cptr1138\Lab10

File Home Share View

This PC > Documents > cptr1138 > Lab10

Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Ch 10 SWLicenses.mdb	8/16/2015 5:39 PM	Microsoft Access ...	456 KB

1 item | 1 item selected | 456 KB

The presentation select the example file to open in Access.

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Info

New

Open

Save

Save As

Print



Close

Account

Options


Save As

File Types


-  Save Database As
-  Save Object As

Save Database As

Database File Types

-  Access Database (*.accdb)
Default database format.

The presentation selects "Save As" to save the database in a current Access format.

-  Back Up Database
Back up important databases regularly to prevent data loss.

 Save As

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Save As

<< cptr1138 > Lab10

Search Lab10

Organize | New folder

Name	Date modified	Type
No items match your search.		

Local Disk (C:)

File name: SWLicenses.accdb

Save as type: Microsoft Access Database (*.accdb)

Hide Folders | Tools | Save | Cancel

Licenses.mdb (Access 2002 - 2003 file format) - ...

Tim Preuss

Text Formatting

The presentation names and saves the database.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Ch 10 SWLicenses : Database- C:\Users\Tim\Documents\cptr1138\Lab10\Ch-10 SWLicenses.mdb (Access 2002 - 2003 file format) -...

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Sort & Filter Records Find Window

Tables

- Copy
- Location
- Software

The database selects "OK" at the upgrade dialog box.

Microsoft Access

This Database has been upgraded to the Access 2007 File Format. The new database cannot be shared with users of Access 2003 or earlier versions.

For more information about conversion, click Help.

OK Help

NUM LOCK

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

SWLicenses : Database- C:\Users\Tim\Documents\cptr1138\Lab10\SWLicenses.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Sort & Filter Records Find Window Text Formatting

SECURITY WARNING Some active content has been disabled. Click for more details. Enable Content

- Tables
- Copy
 - Location
 - Software

The database selects "Enable Content" to complete the work.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Tools

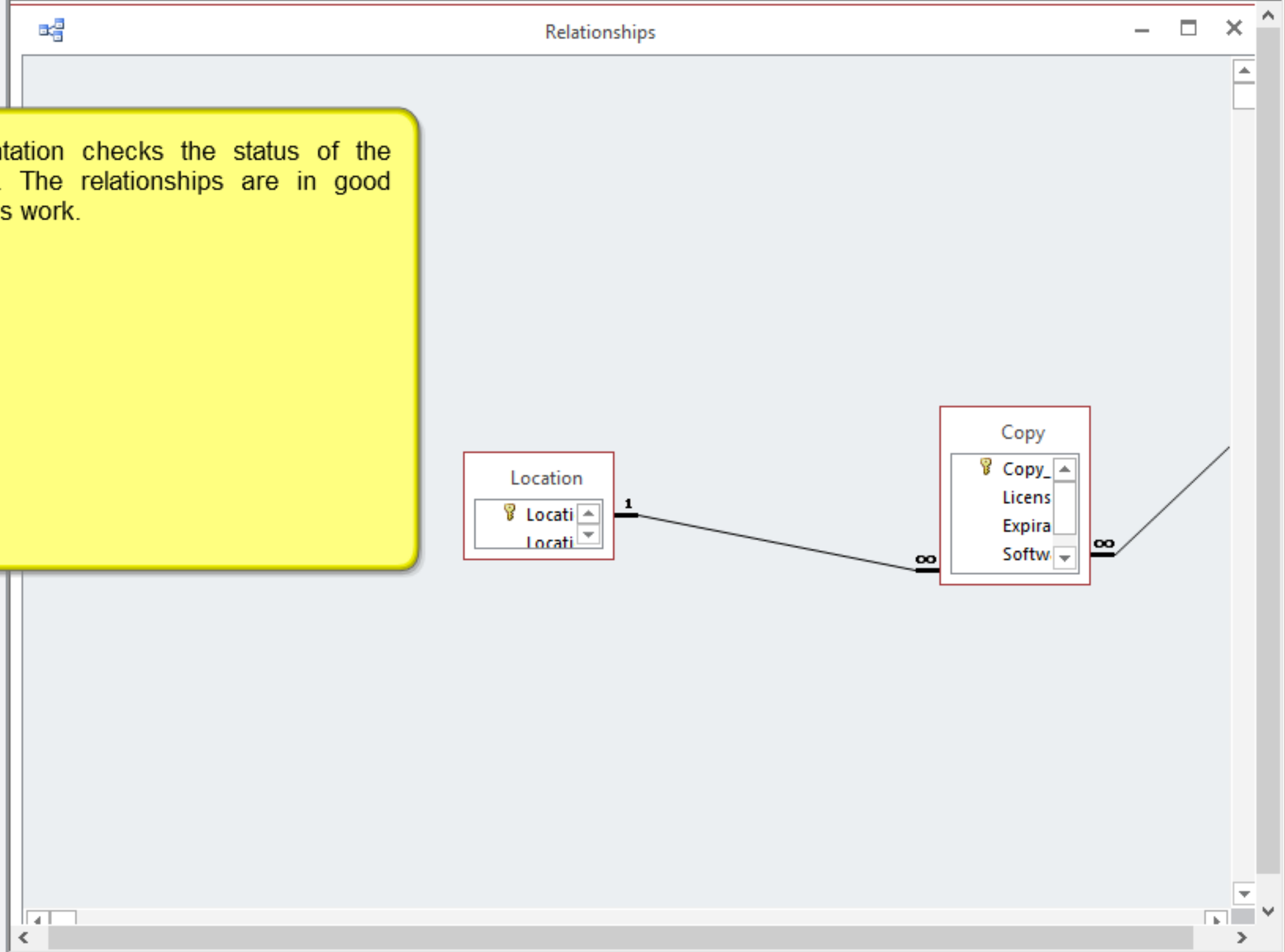
- Edit Relationships
- Clear Layout
- Relationship Report

Relationships

- Show Table
- Hide Table
- Direct Relationships
- All Relationships
- Close

- Tables**
- Copy
 - Location
 - Software

The presentation checks the status of the relationship. The relationships are in good order for this work.



The screenshot shows the Microsoft Access 2013 ribbon with the 'CREATE' tab selected. The ribbon groups are:

- Tables:** Application Parts Templates, Table, Table Design, SharePoint Lists
- Queries:** Query Wizard, Query Design
- Forms:** Form, Form Design, Blank Form, More Forms
- Reports:** Report, Report Design, Blank Report, Labels
- Macros & Code:** Macro, Module, Class Module, Visual Basic

 A yellow callout box is positioned over the 'Query Wizard' icon in the 'Queries' group, containing the text: "Under the 'Create' tab, the presentation selects 'Query Wizard'".

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

The screenshot shows the Microsoft Access 2013 interface. The ribbon is set to 'CREATE', with sub-tabs for 'Tables', 'Queries', 'Forms', 'Reports', and 'Macros & Code'. The 'Tables' task pane on the left lists 'Copy', 'Location', and 'Software'. A 'New Query' dialog box is open in the center, displaying a list of query wizard options: 'Simple Query Wizard' (selected), 'Crosstab Query Wizard', 'Find Duplicates Query Wizard', and 'Find Unmatched Query Wizard'. Below the list, it states: 'This wizard creates a select query from the fields you pick.' The 'OK' button is highlighted.

The presentation selects a "Simple Query Wizard".

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates

Table Design Tables

SharePoint Lists

Query Wizard Design

Form Design Blank Form

Form Wizard Navigation More Forms

Report Design Report

Report Wizard Labels

Macro

Module Class Module Visual Basic

Macros & Code

Tables

- Copy
- Location
- Software

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Software

Available Fields:
Software_ID

Selected Fields:
Title

Cancel < Back Next > Finish

The presentation adds the field(s) from the tables as shown.

Access [Navigation]

Tim Preuss [Profile]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates | Table Design | SharePoint Lists | Query Wizard Design | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic | Macros & Code

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Tables

- Copy
- Location
- Software

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Location

Available Fields:		Selected Fields:
Location_ID	>	Title
	>>	Location_Description
	<	
	<<	

Cancel < Back Next > Finish

The presentation adds the field(s) from the tables as shown.

Access [Navigation]

Tim Preuss [Profile]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Report Wizard | Report Design | Blank Report | Labels | Macro | Module | Class Module | Visual Basic

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Tables

- Copy
- Location
- Software

Simple Query Wizard

Which fields do you want in your query?
You can choose from more than one table or query.

Tables/Queries
Table: Copy

Available Fields:		Selected Fields:
Copy_ID	>	Title
Software_ID	>>	Location_Description
Location_ID	<	License_NR
	<<	Expiration_Date

Cancel < Back Next > Finish

The presentation adds the field(s) from the tables as shown.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access | [Home] [Back] [Forward] [Refresh] [Undo] [Redo] [Help] [Close]

Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Report Wizard | Report Design | Blank Report | Labels | Macro | Module | Class Module | Visual Basic

Tables

- Copy
- Location
- Software

Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

Cancel | < Back | Next > | Finish

The presentation selects "Detail", then selects "Next".

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access [Navigation]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Form Wizard Navigation More Forms Report Report Design Blank Report

Tables

- Copy
- Location
- Software

Simple Query Wizard

What title do you want for your query?

That's all the information the wizard needs to create your query.
 Do you want to open the query or modify the query's design?

Open the query to view information.
 Modify the query design.

Cancel < Back Next > Finish

The presentation names the query as shown. Then the presentation selects "Finish".

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Form Wizard Report Report Design Blank Report Report Wizard Labels Macro Class Module Visual Basic

Tables

Navigate To Category

- Custom
- Object Type
- Tables and Related Views
- Created Date
- Modified Date
- Filter By Group
- Tables
- Queries
- Forms
- Reports
- All Access Objects

First, the presentation selects the down arrow to get the menu shown.

The presentation selects "All Access Objects".

Software Licenses

Expiration_Date			
12/12/2014			
12/2 /2012			
4 /15/2012			
4 /17/2012			
4 /22/2012			
4 /20/2014			
4 /20/2014			
4 /25/2012			
*			

Record: 1 of 8 No Filter Search

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Access | QUERY TOOLS | DESIGN

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

View | Run | Select | Make Table | Append | Update | Crosstab | Delete | Union | Pass-Through | Data Definition | Show Table | Insert Rows | Delete Rows | Insert Columns | Delete Columns | Return: All | Totals | Parameters | Property Sheet | Table Names

Results | Query Type | Query Setup | Show/Hide

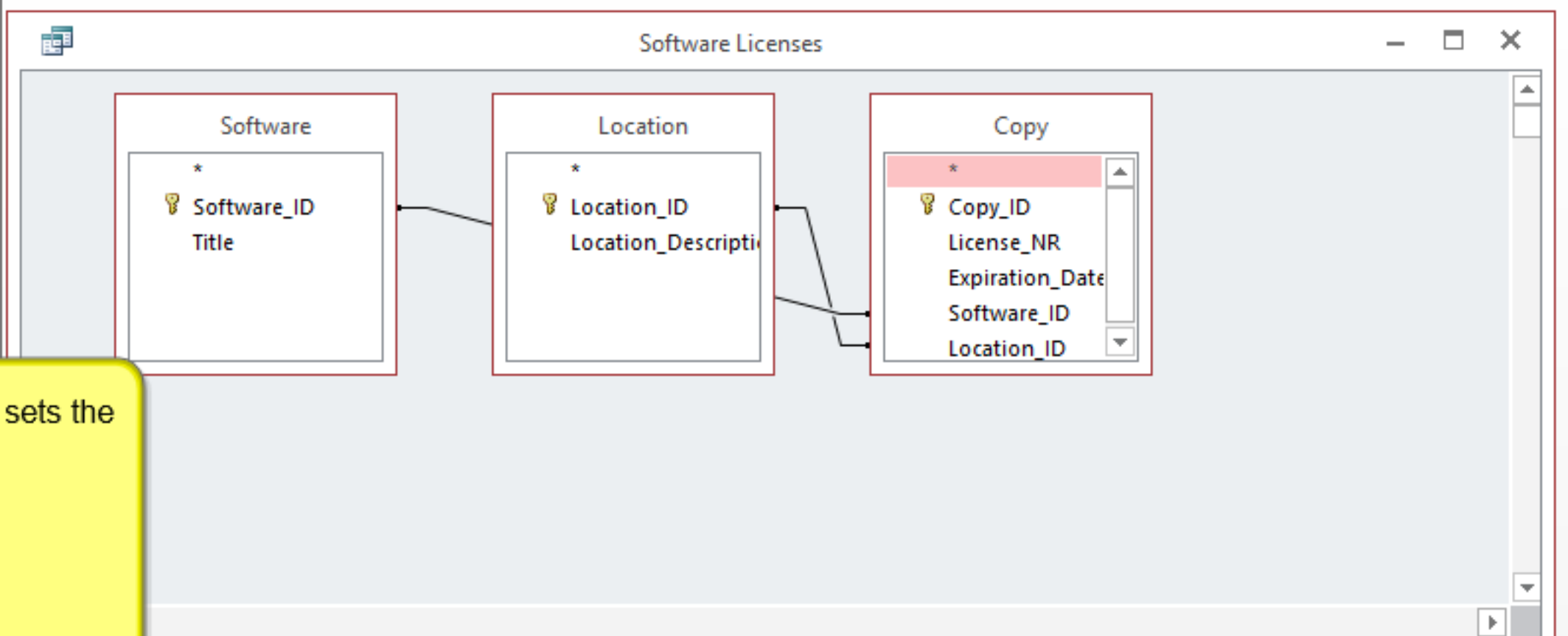
All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses



In query design view, the presentation sets the sort criteria as shown.

Field:	Title	Location_Description	License_NR	Expiration_Date		
Table:	Software	Location	Copy	Copy		
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				Ascending		
or:				Descending		
				(not sorted)		

Access [Navigation]

Tim Preuss [Profile]

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table Design | SharePoint Lists | Query Wizard | Query Design | Form Design | Blank Form | Form Wizard | Navigation | More Forms | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Software Licenses

Title	Location_De	License_NR	Expiration_Date
Word	203	16445-16541-85	4/15/2012
Word	306	87965-1621-654	4/17/2012
Word	203	1984984-65651-	4/22/2012
Excel	305	165465-1651-16	4/25/2012
Word	105	1654-4654-6546	12/2/2012
Excel	201	564-654-6516	4/20/2014
Word	301	6549-6516-1654	4/20/2014
Word	102	65465-4654-465	12/12/2014
*			

Record: 1 of 8 | No Filter | Search

The query is now ready.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access | [Navigation] | Tim Preuss

FILE | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | More Forms | Report | Report Design | Blank Report | Labels | Report Wizard | Macro | Module | Class Module | Visual Basic

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Software Licenses

Title	Location_De	License_NR	Expiration_Date
Word	203	16445-16541-85	4/15/2012
Word	306	87965-1621-654	4/17/2012
Word	203	1984984-65651-	4/22/2012
Excel	305	165465-1651-16	4/25/2012
Word	105	1654-4654-6546	12/2/2012
Excel	201	564-654-6516	4/20/2014
Word	301	6549-6516-1654	4/20/2014
Word	102	65465-4654-465	12/12/2014

Microsoft Access

! You must save the query 'Software Licenses' before you can create a new object.

Do you want to save the query 'Software Licenses' and create a new object?

[Yes] [No] [Cancel]

Record: 1 of 8 | No Filter | Search

Under the "Create" tab, the presentation selects "Form Wizard". As part of the process the presentation saves the query.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Form Wizard | Navigation | More Forms | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Query: Software Licenses

Available Fields:	Selected Fields:
Title	Location_Description
	License_NR
	Expiration_Date

Buttons: Cancel, < Back, Next >, Finish

The presentation adds the fields from the query as shown.

Access | Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Form Wizard | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Form Wizard

How do you want to view your data?

by Location
by Copy

Location_Description, License_NR, Expiration_Date

Single form Linked forms

Cancel < Back Next > Finish

The presentation sets the from view as shown.

Access - Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Module Class Module Visual Basic

All Access Objects

Tables

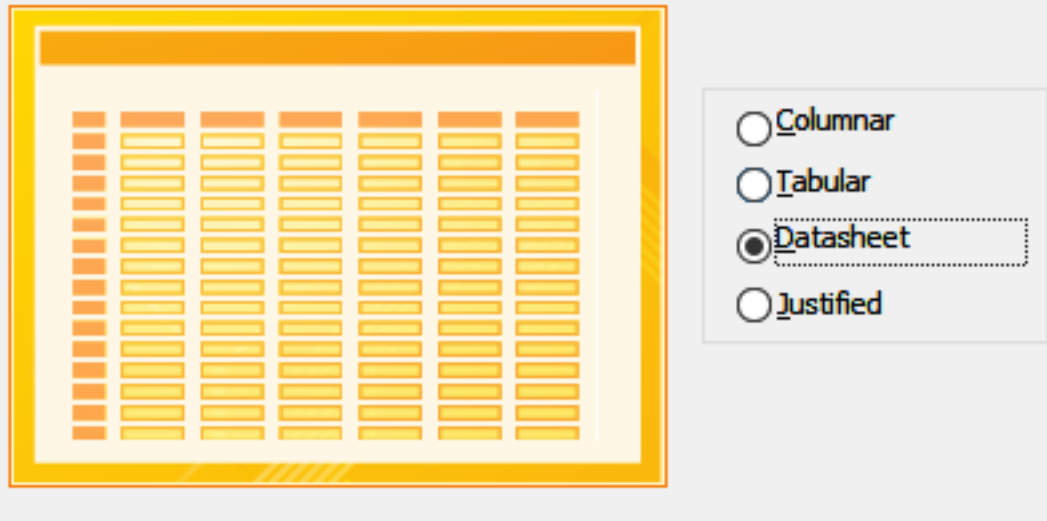
- Copy
- Location
- Software

Queries

- Software Licenses

Form Wizard

What layout would you like for your form?



Columnar
 Tabular
 Datasheet
 Justified

Cancel < Back Next > Finish

The presentation sets the layout as shown.

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Module Class Module

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Form Wizard

What title do you want for your form?

Copy Subform

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

The presentation sets the title as shown.

Access | FORM TOOLS | DATASHEET

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

View | Themes | Colors | Add Existing Fields | Property Sheet | Background Color | Alternate Row Color | Conditional Formatting

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform

Copy Subform

Location_Description	License_NR	Expiration_Da
102	65465-4654-46546	12/12/2014
105	1654-4654-6546	12/2/2012
203	16445-16541-89789	4/15/2012
306	87965-1621-6546	4/17/2012
203	1984984-65651-2165	4/22/2012
301	6549-6516-16546	4/20/2014
201	564-654-6516	4/20/2014
305	165465-1651-1651	4/25/2012
*		

Record: 1 of 8 | No Filter | Search

This form could look nicer, but the presentation will continue.

The screenshot shows the Microsoft Access 'All Access Objects' window. The ribbon is set to the 'CREATE' tab, which is divided into sections: Templates, Tables, Queries, Forms, Reports, and Macros & Code. The 'Forms' section is expanded, showing options like 'Form Wizard', 'Form Design', and 'Blank Form'. A yellow callout box is overlaid on the main workspace, containing the text: 'Under the "Create" tab, the presentation selects the "Form Wizard".' The left sidebar shows a list of objects under 'Forms', with 'Copy Subform' selected. The bottom status bar shows 'Ready' and 'NUM LOCK'.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Under the "Create" tab, the presentation selects the "Form Wizard".

This PC
Recycle Bin
Alternate HASH-Gen...
Google Chrome
Mozilla Firefox
Mozilla Thunderbird

All Access Obj... <<
Tables <<
Copy
Location
Software
Queries <<
Software Licenses
Forms <<
Copy Subform
Software Licenses

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Class Module Visual Basic

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Table: Software

Available Fields:		Selected Fields:
Software_ID	>	Title
	>>	
	<	
	<<	

Cancel < Back Next > Finish

The presentation adds the field from the table as shown.

Access - Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates | Table Design | Table Design | SharePoint Lists | Query Wizard | Query Design | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report Design | Report Design | Blank Report | Labels | Macro | Module | Class Module | Visual Basic

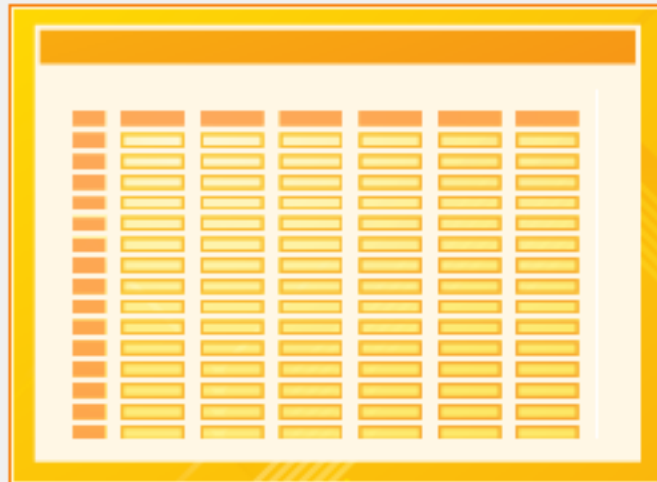
This PC | Recycle Bin | Alternate HASH-Gen... | Google Chrome | Mozilla Firefox | Mozilla Thunderbird

All Access Objects

- Tables
 - Copy
 - Location
 - Software
- Queries
 - Software Licenses
- Forms
 - Copy Subform
 - Software Licenses

Form Wizard

What layout would you like for your form?



Columnar
 Tabular
 Datasheet
 Justified

Cancel < Back Next > Finish

The presentation selects the layout as shown.

The screenshot shows the Microsoft Access interface with the 'Form Wizard' dialog box open. The dialog box has a title bar that says 'Form Wizard'. On the left side of the dialog, there is a preview of a form with a yellow background and a checkmark icon. The main text in the dialog asks 'What title do you want for your form?' with a text box containing 'Software Licenses'. 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 button options: 'Open the form to view or enter information.' (which is unselected) and 'Modify the form's design.' (which is selected). At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

A yellow callout box on the right side of the screen contains the following text: 'The presentation sets the title as shown. Then the presentation selects "Modify the form's design" before finish.'

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Module Class Module Visual Basic

All Access Objects

- Tables
 - Copy
 - Location
 - Software
- Queries
 - Software Licenses
- Forms
 - Copy Subform
 - Software Licenses

Access | FORM DESIGN TOOLS | DESIGN | ARRANGE | FORMAT

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Views | Themes | Controls | Header / Footer | Tools

[Icons: View, Themes, Colors, Fonts, Insert Image, Logo, Title, Date and Time, Add Existing Fields, Property Sheet, Tab Order]

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Software Licenses

Form Header

Software Licenses

Detail

Title

Form Footer

Copy Subform

Form Header

Copy Subform

Detail

Location_Description

The presentation dragged the "Copy Subform" into the "Software License" form as shown.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

View Themes Colors Fonts

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

FORM DESIGN TOOLS

DESIGN ARRANGE FORMAT

ab| Aa XXXX [Icons]

Insert Image

Logo Title Date and Time

Add Existing Fields

Property Sheet Tab Order

Software Licenses

Form Header

Software Licenses

Detail

Title Title

Form Footer

Copy Subform

Form Header

Detail

Location_Description Location_Description

Property Sheet

Selection type: Section

FormHeader

Format Data Event Other All

Name	FormHeader
Visible	No
Height	0.75"
Back Color	Text 2, Lighter 80%
Special Effect	Flat
Auto Height	Yes
Can Grow	No
Can Shrink	No
Display When	Always
Keep Together	No
Force New Page	None
New Row Or Col	None
On Click	
On Dbl Click	
On Mouse Down	
On Mouse Up	
On Mouse Move	
On Paint	
Tag	

The presentation opens the property sheet for the "Copy Subform" Form Header. On the property sheet, the presentation makes the "Form Header" invisible.

Make object visible?

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | DESIGN | ARRANGE | FORMAT

Views | Themes | Colors | Fonts | Controls | Header / Footer | Tools

All Access Obj...

- Tables
 - Copy
 - Location
 - Software
- Queries
 - Software Licenses
- Forms
 - Copy Subform
 - Software Licenses

FORM DESIGN TOOLS

Logo | Title | Date and Time | Add Existing Fields | Property Sheet | Tab Order

Software Licenses

Form Header

Software Licenses

Detail

Software Title: Title

Form Footer

Form Header

Detail

Location_Description: Location_Description

License_NR: License_NR

Expiration_Date: Expiration_Date

Form Footer

The presentation drags the "Copy Subform" into the Detail area. Other work may be done to make the form look nicer.

Access **FORM TOOLS** DATASHEET

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Module Class Module Visual Basic

All Access Obj...

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Software Licenses

Software Title	Location_Description	License_NR	Expiration_Da
Word			
Excel			
Access			
Acrobat			
EasyTax			
Windows XP	102	65465-4654-46546	12/12/2014
	105	1654-4654-6546	12/2 /2012
	203	16445-16541-89789	4 /15/2012
	306	87965-1621-6546	4 /17/2012
	203	1984984-65651-2165	4 /22/2012
	301	6549-6516-16546	4 /20/2014
	201	564-654-6516	4 /20/2014
	305	165465-1651-1651	4 /25/2012
	*		
Windows 7			
	*		

Record: 1 of 8 | No Filter | Search

This is the current state of the form.

Access | FORM TOOLS | DATASHEET

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Form Wizard | Navigation | More Forms | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

This PC

Recycle Bin

Alternate HASH-Gen...

Google

All Access Objects

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries: Query: Software Licenses

Available Fields:

Selected Fields:

- Expiration_Date
- Title
- Location_Description
- License_NR

Buttons: Cancel, < Back, Next >, Finish

Under the "Create" tab, the presentation selects the "Report Wizard". The presentation adds the fields from the Query as shown.

Id	License	Date
01	564-654-6516	4 /20/2014
05	165465-1651-1651	4 /25/2012

Record: 1 of 8 | No Filter | Search

Access | FORM TOOLS | DATASHEET

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Report Wizard | Labels | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

This PC

Recycle Bin

Alternate HASH-Gen...

Google

All Access Objects

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Report Wizard

How do you want to view your data?

- by Location
- by Copy**
- by Software

Expiration_Date, Title, Location_Description, License_NR

Show me more information

Cancel | < Back | Next > | Finish

The presentation sets the view as shown.

Date	License	Expiration
/2014		
/2012		
/2012		
/2012		
/2012		
/2012		
/2014		
01	564-654-6516	4 /20/2014
05	165465-1651-1651	4 /25/2012

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This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

All Access Objects

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Report Wizard

Do you want to add any grouping levels?

Expiration Date, Title, Location_Description, License_NR

Expiration Date
Title
Location_Description
License_NR

Grouping Options ... | Cancel | < Back | Next > | Finish

Id	Location	Software	Expiration Date
201	564-654-6516		4 /20/2014
05	165465-1651-1651		4 /25/2012

The presentation did not set any groupings.

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All Access Objects

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Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	Expiration Date	Ascending
2		Ascending
3		Ascending
4		Ascending

Cancel | < Back | Next > | Finish

The presentation set the sort as shown.

ID	Software License	Expiration Date
1	564-654-6516	4 /20/2014
5	165465-1651-1651	4 /25/2012

1 of 8 | No Filter | Search

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All Access Objects

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Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Report Wizard

How would you like to lay out your report?

Layout

- Columnar
- Tabular
- Justified

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel | < Back | Next > | Finish

The presentation set the lay out as shown.

Da		
/2014		
/2012		
/2012		
/2012		
/2012		
/2012		
/2014		
01	564-654-6516	4 /20/2014
05	165465-1651-1651	4 /25/2012

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All Access Objects

Tables

- Copy
- Location
- Software

Queries

- Software Licenses

Forms

- Copy Subform
- Software Licenses

Report Wizard

What title do you want for your report?

Software Licenses

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

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel | < Back | Next > | Finish

The presentation set the title as shown.

Date	Software License	Expiration Date
/2014		
/2012		
/2012		
/2012		
/2012		
/2014	564-654-6516	4 /20/2014
/2012	165465-1651-1651	4 /25/2012