MOAC Access Circling Back 2 (after 10)

# Circling Back

Woodgrove Real Estate is growing and adding more listings. Your office has added another real estate agent and has begun listing commercial properties as well as residential ones. The database you created has been a great way to keep track of all the listings and other relevant information. As you learn more about Access, you begin using it for a wider variety of tasks.

**CB2 Project 1: Create and Format a Report**

You want to create a report to display data about each agent’s listings. Use the Report Wizard and then switch to Design view to make changes to the format and add a control.

**GET READY.** Launch Access if it is not already running.

1. **OPEN** the ***Real Estate*** database from the data files for this lesson.
2. **SAVE** the database as ***Real EstateXXX*** (where XXX is your initials).
3. On the CREATE tab, in the Reports group, click the **Report Wizard** button.
4. In the Tables/Queries menu, choose **Table: Listings**.
5. Click the double right arrow **>>** button to move all the fields into the Selected Fields list.
6. Click the **ID** field to select it and click the left arrow **<** button to move it back to the Available Fields list.
7. Click the **Next >** button.
8. Click the **Listing Agent** field to select it and click the **>** button to add it as a grouping level.
9. Click the **Next >** button.
10. Select **Price** from the fields menu to sort in ascending order and click the **Next >** button.
11. In the Layout section, click the **Outline** button. In the Orientation section, click the **Landscape** button. Click **Next**.
12. Key **Listings Report** as the title of the report.
13. Click **Finish** to display the Listings Report.
14. On the PRINT PREVIEW tab, in the Close Preview group, click the **Close Print Preview** button to display the report in Design view.
15. In the Listing Agent Header section, click and drag the right border of the *Listing Agent* field to make it smaller.
16. Continue clicking and dragging the borders of the remaining report fields to resize them so your report looks similar to the report displayed in Report View, as shown in Figure 1.



1. Click the **Close** button on the Listings Report to close the report and save the changes when prompted.

**PAUSE. LEAVE** the database open to use in the next project.

**CB2 Project 2: Create and Modify Queries**

You want to query the database to find all the house sales that closed in June. Create a query using the Query Wizard and then add criteria to get the information you need.

**USE** the database that is open from the previous project.

1. On the CREATE tab, in the Queries group, click the **Query Wizard** button to display the New Query dialog box.
2. Click **Simple Query Wizard** and then click **OK** to display the Simple Query Wizard.
3. In the Tables/Queries dropdown list, click **Table: Houses Sold**.
4. Under Available Fields, double-click **Listing Agent**, **Address**, **Selling Price**, and **Closing Date** to move them to the Selected Fields box.
5. Click the **Next** > button to display the next screen. Detail query should be selected.
6. Click the **Next >** button to display the final screen.
7. Click the **Finish** button to display the query.
8. On the HOME tab, in the Views group, click the **View** button and click **Design View**.
9. In the Criteria row of the Closing Date field, key **Between #6/1/2014# And #6/30/2014#**.
10. On the DESIGN tab, in the Results group, click the lower half of the **View** button and click **Datasheet View** to display the query results of all records for houses that closed in June.
11. Right-click the **Closing Date** field header and choose **Sort Oldest to Newest** on the menu. Your query should look similar to Figure 2.



1. Click the **Close** button on the Houses Sold Query to close the query. When prompted to save, click **Yes**.

**PAUSE. LEAVE** the database open for the next project.

## CB2 Project 3: Sum Table Data

You want to know the total value of the current listings. Open the table and add a Total row to get this information.

**USE** the database that is open from the previous project.

1. **OPEN** the **Listings** table.
2. On the HOME tab, in the Records group, click the **Totals** button. The Total row appears below the asterisk (\*) row.
3. Click the **down arrow** in the Price column of the Total row. Select **Sum** from the menu. Your screen should look similar to Figure 3.



1. On the HOME tab, in the Records group, click the **Totals** button to hide the Total row.
2. On the HOME tab, in the Records group, click the **Totals** button again. The Total row reappears.
3. **SAVE** and **CLOSE** the table.

**PAUSE. LEAVE** the database open for the next project.

## CB2 Project 4: Create a Subform

You want to see the real estate agent’s contact information along with the listings. Use the Form Wizard to create a subform that will show all the data in the same place.

**USE** the database that is open from the previous project.

1. On the CREATE tab, in the Forms group, click **Form Wizard**.
2. In the first screen on the Form Wizard, click the **Tables/Queries box** down arrow and click **Table: Agents**.
3. In the Available Fields box, double-click the **Last Name**, **First Name**, and **Mobile Phone** fields to move them to the Selected Fields box.
4. Click the **Tables/Queries box** down arrow and click **Table: Listings**.
5. In the Available Fields box, double-click the **Address**, **Square Feet**, and **Price** fields to move them to the Selected Fields box.
6. Click **Next** >.
7. In the *How do you want to view your data?* box, click **by Agents**. The *Form with subform(s)* option button should be selected.
8. Click **Next** >.
9. Click the **Tabular** option button to select that as the layout for your subform.
10. Click **Next** >.
11. Click the **Finish** button to create the Agents form with the Listings Subform. Your form should look similar to Figure 4.



1. In the Navigation Pane, double-click the **Listings subform** to open it.
2. Scroll down to see the data contained in the records and then click the **Close** button on the Listings subform to close the subform.
3. Click the **Close** button on the Agents form to close it.

**STOP. CLOSE** the database.