

Create a database file named "**Houses.accdb**". Note that the file might appear in your folder as just "**Houses**" if your Windows Folder Options are set to "Hide extension for known file types". In this file, you will store one of each of the following objects: table, form, query, and report.

### TABLE (DESIGN):

Use the table Design View to create table named "Listings" with the following structure for a real estate agent to keep track of home listings. Use the field information below to determine the *properties* that must be defined for each field. It details how the table should be defined using the Design View.

**NOTE:** You cannot simply copy the information as it appears below into the program. Instead you must *use it* to properly fill-in the design specifications for the table while using the program's table Design View. The information in the shaded columns below indicates any special properties for each field that must be specified in the Field Properties panel at the *bottom* of the Design View panel. The Field Properties area changes for every field name selected.

Field Name	Field Type	Field Size	Caption	Required	Indexing
MLS#	Number	Long Integer	MLS #	Yes	Yes (No Duplicates)
LastName	Text	15	Last Name	Yes	Yes (Duplicates OK)
FirstName	Text	15	First name	Yes	Yes (Duplicates OK)
Phone #	Text	12	Phone Number	Yes	No
Bdrms	Number	Single (Auto Dec.)	Bedrooms	Yes	Yes (Duplicates OK)
Baths	Number	Single (Auto Dec.)	Bathrooms	Yes	No
AskingPrice	Currency	N/A	Asking Price	Yes	No
Waterfront	Yes/No	N/A		N/A	No
Pool	Yes/No	N/A		N/A	No
DateListed	Date/Time	N/A	Date Listed	No	No
Notes	Memo	N/A		No	No

The notation "N/A" above indicates that a property will Not be Available for the field type involved. Set the MLS# field to be the primary key field.

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**TABLE (DATA):**

After designing the table structure as described on the previous page, save it and enter the following data into the table:

MLS #	Last Name	First Name	Phone #	Bdrms	Baths	Asking Price	Waterfront	Pool	Date Listed	Notes
24559	Matthews	Annette	616-787-5672	2	1	\$75,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/30/1996	
12345	Wilson	Jason	514-567-8393	3	2	\$129,900.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/14/1997	
25656	Hanson	Michael	303-222-5678	4	2.5	\$168,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6/3/1997	
16789	Andrews	Joan	614-987-5690	2	2	\$99,900.00	<input type="checkbox"/>	<input type="checkbox"/>	7/21/1997	
14568	Ingles	Don	406-678-8903	3	3	\$325,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/26/1997	
14564	Davis	Richard	404-561-5533	4	2	\$129,500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/5/1997	
15678	Mason	Lynn	404-456-5677	3	2.5	\$175,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3/22/1998	Under Contract
23732	Andrews	Marilyn	313-789-7838	4	3	\$340,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/21/1998	
17896	Sonnet	Bill	303-678-5678	3	2	\$155,900.00	<input type="checkbox"/>	<input type="checkbox"/>	8/15/1998	
14757	Richards	Daniel	714-678-9863	3	3	\$249,900.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/8/1998	Liens
*	0			0	0	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>		

Edit the record for Jason Wilson so that contains your name instead.

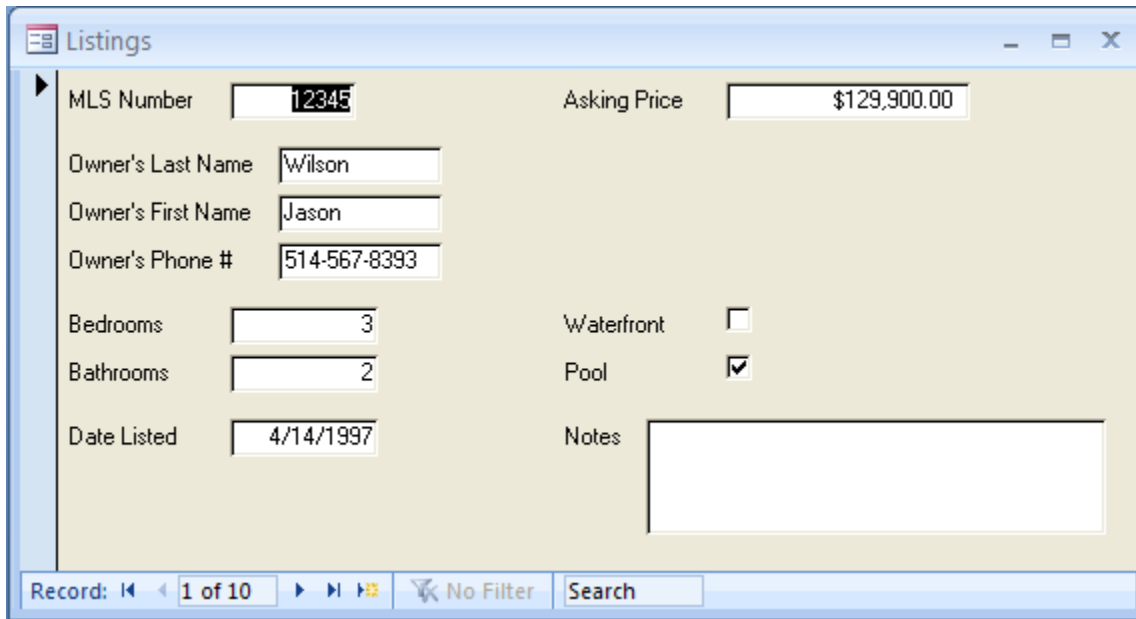
Then sort the records in the table in ascending order based on (first) the number of Bedrooms (Bdrms), (and second) using Baths to break any ties. (Hint: select both columns first by dragging through the field labels, and then use the Sort Ascending button in the Sort & Filter group under the Home tab on the ribbon.)

After sorting the table, adjust the width of each the column to be only wide enough to display its widest item of data (or the column header if it is wider). Then use Print Preview in the Data Sheet view and change the orientation to Landscape to ensure that the entire data sheet will fit on one piece of paper.

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**FORM:**

Design a form (also named "Listings") for viewing or entering the data that looks similar to the one below.



The screenshot shows a Microsoft Access form titled "Listings" in Design View. The form has a light blue header bar with the title and standard window controls. The main area is a light beige color and contains several text boxes and checkboxes. The fields are arranged in two columns. The first column contains: "MLS Number" (value: 12345), "Owner's Last Name" (value: Wilson), "Owner's First Name" (value: Jason), "Owner's Phone #" (value: 514-567-8393), "Bedrooms" (value: 3), "Bathrooms" (value: 2), and "Date Listed" (value: 4/14/1997). The second column contains: "Asking Price" (value: \$129,900.00), "Waterfront" (checkbox: unchecked), "Pool" (checkbox: checked), and "Notes" (a large empty text box). At the bottom of the form is a navigation bar with the following elements: "Record: 1 of 10", "No Filter", and a "Search" button.

You do not need to reproduce the exact locations of the fields as they appear above, but the general layout and the wording of the labels (unbound controls) used on the form must match the illustration. You will have to remove the automatic *stacked* layout that Access 2007 imposes on the newly created form before you will be able to reposition and resize the controls (boxes and labels) on the form. To do this:

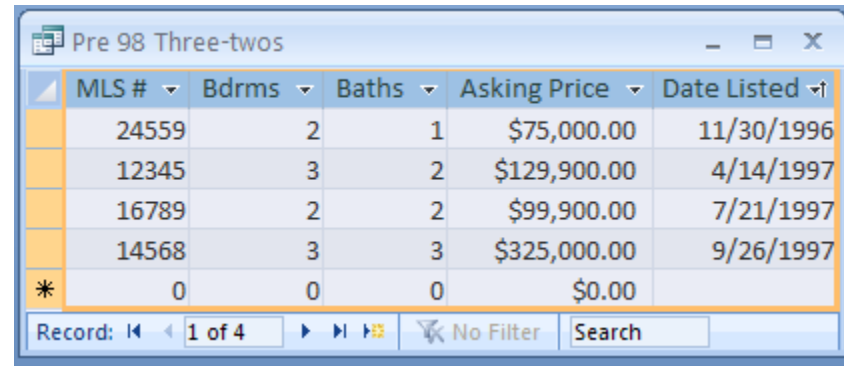
1. Start in Design View. By default, all controls should be selected (shown with orange borders). If they are not select them all with Ctrl+A.
2. On the ribbon, select the tab "Arrange" under "Form Design Tools". Then select the "Remove" button in the "Control Layout" group.
3. Click on an unused area of the design grid to deselect all of the controls.
4. You should now be able to use the *resizing handles* (on the tops and sides of the controls) to adjust their sizes. If you drag the edge of a control, then both parts of it (bound and unbound) will move. You can move either part separately by dragging the small square *move handle* in the upper left-hand corner of each control.

After you have arranged the control layout, save it. Then switch to Form View and use the navigation buttons at the bottom of the form to advance to the record with your name on it.

**QUERY:**

Define a query named "Pre-98 Three-twos" that will list only the fields shown (in the illustration on the right) for record from the "Listings" table that meet the following criteria: 2 or 3 bedrooms with a listing date before January 1, 1998. The query design should specify that the output be sorted in ascending order based on the Date field.

You don't need to print the output from the query, but it should appear similar to the illustration.



MLS #	Bdrms	Baths	Asking Price	Date Listed
24559	2	1	\$75,000.00	11/30/1996
12345	3	2	\$129,900.00	4/14/1997
16789	2	2	\$99,900.00	7/21/1997
14568	3	3	\$325,000.00	9/26/1997
*	0	0	\$0.00	

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**REPORT:**

Define a report named "**Listings by Bedrooms**" based on the **Listings** table with only the fields shown in the illustration below.

This report does not use grouping, but the records should be sorted first in ascending order by the number of bedrooms, and secondly by the listing date (in descending order).

The page layout should use "Portrait" orientation and a "Wide" margin preset (1" top & bottom, and 0.75" left & right).

If you are using the Report Wizard to create the report, select STEPPED as the layout.

The report column labels (Page Headers) should match the illustration.

Adjust the widths of the columns to appear spaced roughly evenly as shown below.

Include a *label control* that contains your name just under the report title in the report header. (This must be done in Design View.)

Include a *line control* beneath the page (column) header and above the page footer. (This must be done in Design View.)

*Print Preview* the report to check that it aligns properly before printing it. Use the Design View to make adjustments.

If you choose to print the report, it should resemble the compressed output below (but be longer and in "Portrait" orientation).

<b>Listings by Bedrooms</b>					
<b>Report Generated by Joe Student</b>					
<b>Bedrooms</b>	<b>Date Listed</b>	<b>MLS #</b>	<b>Baths</b>	<b>Asking Price</b>	
2	7/21/1997	16789	2	\$99,900.00	
2	11/30/1996	24559	1	\$75,000.00	
3	10/8/1998	14757	3	\$249,900.00	
3	8/15/1998	17896	2	\$155,900.00	
3	3/22/1998	15678	2.5	\$175,000.00	
3	9/26/1997	14568	3	\$325,000.00	
3	4/14/1997	12345	2	\$129,900.00	
4	6/21/1998	23732	3	\$340,500.00	
4	12/5/1997	14564	2	\$129,500.00	
4	6/3/1997	25656	2.5	\$168,000.00	

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**Submission Preparation:**

Access files can often grow to be far larger than necessary if you delete things during the making of your database. Access leaves deleted objects hidden in a file unless you take an extra step to remove them. To do this, open your finished database and click: File (tab), and Compact & Repair Database (button). If you are using Access 2007, select: the Office button, then Manage (menu choice), and finally Compact and Repair Database). This should purge deleted content from your file and reduce its size small enough to be copied to your diskette. *Be sure that you have closed your database and exited Access before copying the file with Windows.*

**Submission:**

[Login](#) to the IRSC Online (Angel) Server and use the “Access 2010 Project” drop box under the “Lessons” tab to attach your database file “houses.accdb” as described on the step-by-step directions at:

[http:// www.gibsonr.com/classes/howto/onlineubm.html](http://www.gibsonr.com/classes/howto/onlineubm.html)