Access tasks 4

1) In the field *Acquired* replace year 1997 with year 2019, year 1998 with year 2020 and year 1999 with year 2021.

2) Use filter in field Cost – find costs greater than 700. Toggle database back.

3) Use filter for fields Owner and Cost – find Owner – Sales and Cost less than 500. Toggle database back.

4) Change the field size of field *Make* to 30.

5) Change the format of field *Warranty* – in the field will be number and word Month.

6) To the table *Asset Items* add new field called CustomerNo. New field will be under the field *Asset No*. Data type for this field will be Shor text and field size will be 20.

7) Create relationship between tables Asset Items and Customers. Use field *CustomerNo*.

8) Create query called *Items_acquired*. Query will be from table *Asset Items* and fields Asset Category, Description, Owner, Acquired. Find data where Acquired date is from 12.3.2021 to 12.4.2021.

9) Create query called *Customers_cost*. Use fields Asset No, Description, Owner and Cost from table *Asset Item*s and fields FirstName and LastName from table *Customers*. Find data where Cost is greater than or equal to 500.

10) Create query called *Asset Items_all* from all fields of table *Asset Items*. Find data where field Description contains word Computer.

11) Create form called *Categories*. Use table *Asset Items* and fields Asset Category, Model, Description and Serial No. Form will be Columnar.

12) Create form from all fields of table *Asset Items*. Form will be Tabular. Named form as *Asset Items_formating*. Change view to design view and change arrange of all fields in Detail part of form to Tabular. Change view to Layout view and set the Conditional Formatting for field Cost. Condition – highlight values greater than 1000 with yellow colour.

13) Open form *Categories*. Add two buttons to this form. First will be button for adding new record and second for deleting records. Change Arrange of both buttons – Align will be Bottom and Size will be set To Shortest.

14) Create navigation form according to you. Add both forms to this navigation form. Set that navigation form as an open form for database.

15) Create report from the table *Asset Items*. Use fields Asset Category, Make, Model and Owner. Group report according to the Owner. Name report as *Items_report*. Change head of the report to List of items.

16) Create report from tables *Asset Items* and *Customers*. Use fields Asset Category, Model, Description, Cost and FirstName. Set the data view by Asset Items. Group report according to Asset Category. Set Sum for Summary Options. Name report as *Summary Report*. Change the field size – every field must be visible.