

# Chapter 16 Supplementary Activity

## Move Insertion Point in Tables and Forms

Complete Lesson 102 before completing this activity.

The arrow keys and other key combinations may be used to move to specific fields or records in a database table or a form. You will practice moving in a form and table in this activity.

1. Start *Access*. Open the *102 Lincoln* database file that you created in Lesson 102.
2. Open the *Student Schedules* table and move the insertion point each way shown below. Close the table.
3. Open the *Student Schedules* form and move the insertion point each way shown below. Close the form. Close *Access*.

<b>MOVING IN A DATABASE TABLE AND FORM</b>			
<b>Table</b>		<b>Form</b>	
<b>Move To</b>	<b>Keys</b>	<b>Move To</b>	<b>Keys</b>
One field left	←	Next field	↓
One field right	→	Previous field	↑
One line up	↑	Top of form	HOME
One line down	↓	Bottom of form	END
Left-most field	HOME	First record	CTRL + HOME
Right-most field	END	Last record	CTRL + END
Down one window	PAGE DOWN	Next record	PAGE DOWN
Up one window	PAGE UP	Previous record	PAGE UP
To first record	CTRL + HOME		
To last record	CTRL + END		

## Chapter 16 Supplementary Activity

### Create a Database Report

Complete Lesson 102 before completing this activity.

1. Open the folder where you save work for this class. Make a copy of the *101 Newspaper* database file. Place the copy in the same folder. Name the copy of the file *C16 Newspaper*.
2. Start *Access*. Open the *C16 Newspaper* database file.
3. Prepare a report that shows all customers' first and last names, street address, and type of subscription. Base the report on the *Customer Information* table.
4. Group the report by the *Type of Subscription* field. Sort by the *Last Name* field in ascending order.
5. Choose the **Stepped** layout and **Portrait** orientation. Choose the **Bold** style.
6. Name the report **Subscription Type**.
7. Preview the report. Adjust the top margin as needed so the daily subscriptions appear on page 1 and the weekly subscriptions appear on page 2.
8. Print the report. Close the report. Close *Access*.