



### 7-1: Create a Customer Directory Report

Create the following Customer Directory report. Use CustomerName as a grouping field and click on Grouping Options to group by 1<sup>st</sup> initial letter. Before creating a report, set all margins to 0.25". Navigate to the Office button, Access Options, Client Settings, then scroll down to the Printing Section.

Save the report as rpt\_InClassPractice7\_1.

CustomerName by 1st Letter	CustomerName	CustomerID	Type of Customer	City	State	ZipCode	PhoneNumber
<b>A</b>	Adam Johnson	JO002	1	Mount Pilot	ID	834121043	(208) 555-2211
	All Creatures	AC001	2	Tall Pines	WA	98746	(206) 555-6622
	Animal Kingdom	AK001	2	Borderville	ID	834835646	(208) 555-7108
	Anita Zimmerman	ZI001	1	Mountain View	WA	984053022	(206) 555-9930
<b>B</b>	Barbara Williamson	WI002	1	Lakeville	OR	974012011	(503) 555-3212
	Bird Land	BL001	2	Russettown	ID	834121021	(208) 555-4367
	Borderville Aquarium	BA001	3	Borderville	OR	974121001	(503) 555-2685
	Bow Wow House	BW001	2	Ranier City	WA	987562175	(206) 555-8734
<b>C</b>	Carla Jones	JO003	1	Mountain View	WA	984012201	(206) 555-8788
	Cat House Pets	CH001	2	Borderville	OR	975412856	(503) 555-4381
	Critters and More	CM001	2	Borderville	WA	984538567	(206) 555-1067

### 7-2: Create Customer Visits Report

1. Create a query using the following tables:  
tbl\_Customer, tbl\_Pets, tbl\_Visit, tbl\_VisitDetails, tbl\_Service, tbl\_Employees
2. Select the following fields:  
CustomerName, PetName, VisitDate, ServiceID, , Price, Treatment/Medication (make sure to place Price before Treatment/Medication, otherwise the Price field is dropped in the report wizard)
3. Create the following derived field: Veterinarian: [LastName] & ", " & [FirstName]
4. Create a parameter for the CustomerName, entering either a partial string or the whole customer name.
5. Save the query as qry\_InClassPractice7\_2.
6. Create the report using the report wizard based on the above query.
7. Click on Summary Options, select Sum for the field Price, Details and Summary. Sort by ServiceID.



rpt\_InClassPractice7\_2

CustomerName	PetName	VisitDate	Veterinarian	ServiceID	Treatment/Medication	Price
<b>Adam Johnson</b>						
	<b>Fi Fi</b>	<b>5/22/2012</b>	<b>Walters, Margaret</b>			
				M0202	Zinc Oxide - 4 oz	\$7.80
				T0300	General Exam	\$50.00
				T1001	Lab Work - Cerology	\$75.00
				T1003	Lab Work - Misc	\$35.00
					Visit Date Sub Total:	\$167.80
					Pet Sub Total	\$167.80
					Customer Sub Total	\$167.80
<b>All Creatures</b>						
	<b>Fido</b>	<b>11/17/2011</b>	<b>Carrington, Maram</b>			
				M0402	Bonzocaine - 2 oz	\$14.00
				M0500	Nyostatine - 1 oz	\$11.50
				M0702	Xaritain Glyconol - 2 oz	\$34.50
				T0404	Repair complex fracture	\$230.00
				T0408	Cast affected area	\$120.00
				T0500	Anesthetize Patient	\$57.00
				T2002	Haircut	\$20.00
				T2003	Flea Spray	\$25.00
					Visit Date Sub Total:	\$512.00
		<b>11/16/2012</b>	<b>Plotter, Mary</b>			
				T2003	Flea Spray	\$25.00
				T2004	Brushing	\$20.00
					Visit Date Sub Total:	\$45.00

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**Instructor guided activity:** Make final modifications in design view to delete sub total sums for visit dates and pets, set currency formats for the sum fields, and other modifications.