

Challenge Yourself 3.3

In this project you will continue working with the greenhouse database from *Chapter 2, Challenge Yourself 2.3*. You will create a variety of forms for entering plant and maintenance information.

Skills needed to complete this project:

- Creating a Single Record Form Based on a Table or Query
- Moving and Arranging Controls
- Creating a Multiple Items Form
- Creating a Split Form
- Adding Fields to a Form in Layout View
- Creating a Form Using the Form Wizard
- Creating a New Blank Form in Layout View
- Resizing Controls
- Applying a Theme
- Modifying the Layout of a Form or Report
- Formatting Controls
- Adding Design Elements to Form and Report Headers

Step 1
Download
start file

1. Open the start file **AC2016-ChallengeYourself-3-3**.
2. If necessary, enable active content by clicking the **Enable Content** button in the Message Bar.
3. The file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor.
4. Create a **Single Record form** using the *Plants* table as the record source. Save the form with the name **PlantssSingleRecord** and close it.
5. Create a **Multiple Items Form** using the *Plants* table as the record source. Save the form with the name **PlantssMultipleItems** and close it.
6. Create a **Split Form** using the *MaintenanceLog* table as the record source. Save it with the name **MaintenanceLogSplit** and close it.
7. Use the **Form Wizard** button to create a form showing employee information in the main form with a subform showing related maintenance records.
 - a. Add the following fields to the form in this order:
From the *Employees* table: **EmployeeID, LastName, FirstName, WeeklyHours**
From the *MaintenanceLog* table: **MaintenanceDate, Plant, Watered, Inspected, Pruned**
 - b. Organize the form by the *Employees* table with data from the *MaintenanceLog* table as a subform.
 - c. Format the subform as a **Datasheet** form.
 - d. Name the main form: **EmployeeWorkLog**
 - e. Name the subform: **EmployeeWorkLogSubform**
 - f. Review the form in Form view, and then close it.

8. Create a form from scratch in Layout view.
 - a. Start with a new blank form in Layout view. Save the form with the name: **EmployeeDetails**
 - b. Add the following fields from the *Employees* table to the form in this order: **EmployeeID, LastName, FirstName**
 - c. Apply the **Facet** theme to the database.
 - d. Save and close the form.
9. Add controls to the *MaintenanceLog* form.
 - a. Open the **MaintenanceLog** form in Layout view.
 - b. Move the **Plant** label and bound text control above the *Employee* controls.
 - c. Add the **Inspected** field immediately below the *Watered* control.
 - d. Add the **Pruned** field immediately below the *Inspected* control.
 - e. There is an extra row in the form layout. Delete it.
10. Format controls in the *MaintenanceLog* form.
 - a. Change the **MaintenanceDate** label to: **Date**
 - b. Change the font color for all the label controls to the theme color **Dark Green, Accent 2**.
 - c. Modify the **MaintenanceDate** bound text box control to use the **Long Date** format.
 - d. Add the title **Maintenance Log** to the form header. Be sure to include a space between the words in the title.
11. Save the form and close it.
12. Close the database and exit Access.
13. Upload and save the project file.
14. Submit project for grading.

Step 2
Upload &
Save

Step 3
Grade my
Project