**LSP 121**

**Activity 7**

**A Database Switchboard**

For this activity, we are going to create an Access Switchboard. Before we can create the Switchboard, we need to create a few items. Using the Pets database, create the following:

1. A form which displays the Customer Information (Customer ID, Customer Last Name, Customer First Name, Address, City, State, Zip and Phone)

2. A report which uses the same data fields as above. Within the report, group by City.

3. Create a query using Customer ID, Customer Last Name, Customer First Name, Type of Animal, Pet Name, Breed, and living in Illinois. Save this query, then make a report from this query. In the report, include all the fields from the query except the State field. Then group the report on Type of Animal. Save the report.

Now create a Switchboard with the above three items: the Customer Information form, the Customer Information report, and the Type of Animal report which was based on the query. Use the Snipping Tool to copy the screen showing the Main Switchboard and paste this into your Word document.