**Access 2, Tasks**

* Create a query on which to base the form
  + that sorts by first name within last name
  + Named **qrytblAlumn**.
* Create the first form
  + Named **frmqrytblAlumn**
  + Arrange objects in a logical sequence
  + Make the form attractive.
  + Set a logical tab order.
  + Enter your name in a new record.
  + Print & submit only the “selected record” for yourself.

**Access 3, Tasks**

* Create **rptqrytblAlumnPhoneList** (Class task) based on **qrytblAlumn.**
  + Show only G**ender**, **Fname**, **Lname**, **HPhone, Degree, and NumChild.**
  + View data by a top-level grouping by Degree.
  + Add a grouping on **Gender.**
  + Sort by **HPhone.**
  + Sum **NumChild**. (**Summary Options** button)
  + Use an attractive and informative style.
  + Every field should be visible. Labels should be user friendly.
* Create **rptqrytblAlumnPhoneMaxChil**d (Individual assignment) based on **qrytblAlumn**
  + Show only G**ender**, D**egree, Fname**, **Lname**, **HPhone, and NumChild.**
  + View data by a top-level grouping by **Gender.**
  + Add a grouping on **Degree.**
  + Sort by **NumChild.**
  + Find the maximum **NumChild**.
  + Use an attractive and informative style.
  + Every field should be visible. Labels should be user friendly. Put your name in the report label as the author.
  + Print & Submit.