**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.