# **GO19\_AC\_CH09\_GRADER\_9G\_HW - Monthly Promotions 1.1**

## **Project Description:**

In this project, you will import tables to a blank database from Excel and text files. You will create a report and export it as an HTML format. Additionally, you will make a screenshot of the HTML document and paste it into a new Access form.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Access and open the file *Student\_Access\_9G\_Monthly\_Promotions.accdb* downloaded with this project. | 0 |
| 2 | Create a table in the database by importing the downloaded Excel workbook named *a09G\_Customers.xlsx*. Indicate that the first row contains column headings. Change the data type for the Postal Code field to Short Text and let Access add the primary key. | 15 |
| 3 | Continuing with the wizard, name the imported table as **9G Customers**. Do not save the import steps. | 5 |
| 4 | Open the 9G Customers table, apply Best Fit to all columns. Save and Close the table. Merge it with the existing Microsoft Word document *a09G\_Promotions\_Letter.docx*. The recipients will be selected from the existing list in the 9G Customers table. Verify that Show/Hide is active. Place your insertion point at the beginning of the fifth blank line after the current date. Add the Address Block, and click OK. Insert the First Name and Last Name fields between the space and the colon in the salutation line. Place a space between these fields. | 0 |
| 5 | Preview your letters and Complete the merge for only the eighth record. With the Word document displayed, use the Snipping Tool to create a screenshot of the screen, and then Save the file as a JPEG using the file name **MergeLetter**. Close the document, and Close Word. | 0 |
| 6 | In the database, on the Create tab, click Form Design to create a new form in Design view. Under Form Design Tools, on the Design tab, in the Controls group, click Insert Image, and then click Browse. Navigate to the location where you saved the *MergeLetter* screenshot, and double-click it to insert the image file in the Detail section of the form. Save the Form as **9G Merge**. Close the Form. | 7 |
| 7 | Create a table in the database by importing the downloaded tab-delimited text file named *a09G\_Monthly\_Promotions.txt*. Use the first row of the file as field names, and let Access add the primary key. | 15 |
| 8 | Continuing with the wizard, name the imported table as **9G Monthly Promotions**. Accept all other default options. | 6 |
| 9 | Create a simple report based on the 9G Monthly Promotions table that will open in Layout view. | 11 |
| 10 | Add the downloaded *a09G\_logo.jpg* file as a logo to the report header. In the Title of the report, add **Liberty Motors** in front of the title, and then move *9G Monthly Promotions* to a second line. | 15 |
| 11 | View the report in Design view. Set the Size Mode property of the logo control to Zoom. Set the width of the control to **1.5** inches and set the height to **0.5** inches. Delete the Date and Time controls. Resize the report to 6.5 inches wide. Save the report with the default name. | 15 |
| 12 | Export the report as an HTML Document. Open the destination file after the export is complete, accepting all other default options. Use the Snipping Tool to create a screenshot of your screen, and save the file as a JPEG using the file name **HTMLReport**.   Create a blank form in Design view and then, in the Detail section, insert the image file, *HTMLReport*, into it. Save the form as **9G Promotions HTML**. | 11 |
| 13 | Save and close the database, and then submit for grading. | 0 |

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| **Total Points** | **100** |