**EX16\_AC\_CH04\_GRADER\_CAP\_HW - National Conference**

**Project Description:**

*Your boss asked you to prepare a schedule for each speaker for the national conference being hosted next year on your campus. She wants to mail the schedules to the speakers so that they can provide feedback on the schedule prior to its publication. You assure her that you can accomplish this task with Access.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Open the file named *exploring\_a04\_grader\_h1.accdb*. Save the database as **exploring\_a04\_grader\_h1\_LastFirst**. | 0 |
| **2** | *Of course you will be able to complete this task! You know that you will be using a database you already created that contains a set of tables, queries, and forms that contain all the information you need to create a schedule for each speaker. The first step is to create a form of the Speakers coming to the conference. The main reason for creating this form is to make it easy to edit or enter data. This will be important when you mail the schedules to the speakers. There may be some changes necessary after you receive their feedback.*  Select the Speakers table as the record source for a form. Use the Form tool to create a new form with a stacked layout. | 12 |
| **3** | Change the title in the form header to **Enter/Edit Speakers**. Reduce the width of the text box controls to approximately half of their original size. | 5 |
| **4** | *The “subform control” is linked to the Speakers table from the Session Speaker table. This data is not needed when you have to edit or enter data into the form. This is why you delete this subform.*  Delete the Sessions subform control from the form. View the form and data in Form view. Sort the records by LastName in ascending order. Save the form as **Edit Speakers**. Close the form. | 8 |
| **5** | Open the Room Information form in Layout view. Select all controls in the form, and apply the Stacked Layout. Switch to Form view, and then save and close the form. | 9 |
| **6** | *In order to prepare a schedule for each speaker, creating a report is the best solution. You will be able to create a report that contains each speaker’s name, session title, room, and date of their presentation. You already created a query with this information, so it is a simple task using the Report wizard to provide each speaker with their own information.*  Select the Speaker and Room Schedule query as the record source for a report. Activate the Report Wizard and use the following options as you proceed through the wizard steps:  Select all of the available fields for the report. View the data by Speakers. Verify LastName and FirstName as the grouping levels. Use Date as the primary sort field, in ascending order.   Accept the Stepped and Portrait options. Save the report as **Speaker Schedule**. | 20 |
| **7** | Switch to Layout view and apply the Organic theme to this report only. Save and close the report. | 6 |
| **8** | *When this query was created, you forgot to add the StartingTime field. It is not difficult to edit a query and add or edit fields to it.*  Open the Speaker and Room Schedule query in Design view. Add the StartingTime field in the Sessions table to the design grid, after the Date field. Run the query. Save and close the query. | 10 |
| **9** | *This report provides a little more detail for each speaker since you added the StartingTime field. The secondary sort groups the starting times within the dates, so it is easy for each speaker to know exactly which dates and times they are presenting. You want to give a report to each speaker that is sorted so they can easily find the information for their presentations.*  Click the Speaker and Room Schedule query. Activate the Report Wizard again, and use the following options:  Select all of the available fields for the report. View the data by Speakers.   Use the LastName and FirstName fields as the grouping levels. Use Date as the primary sort field, in ascending order. Use StartingTime as the secondary sort field in ascending order.   Accept the Stepped and Portrait options. Name the report **Speaker Schedule Revised**. | 20 |
| **10** | Switch to Layout view, and apply the Facet theme to this report only. | 6 |
| **11** | *When sending out the report to each speaker, it is important that the information in each column is not cut off.*  Adjust the widths of the columns and other controls so that all the data is visible and fits across the page. Switch to Report view to ensure that the adjustments were appropriate. Return to Layout view, and make any required changes. Add spaces to the column heading labels so that all values display as two words where appropriate. For example, change *RoomID* to **Room ID**, etc. Save and close the report. | 4 |
| **12** | Close the database, and exit Access. Submit the database as directed. | 0 |

| **Total Score** | **100** |
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