**GO16\_AC\_CH01\_GRADER\_1G\_HW - College Construction Projects and Events**

**Project Description:**

In this project, you will create database objects to track the construction projects and the events related to the projects at a college. You will create a table and import data from Excel to create a second table. You will use a database template to enter data into the Events table. You will create a simple query, a form, and a report.

**Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Start Access. Open the downloaded file named *go\_a01\_grader\_h3\_Construction.accdb*, enable the content, and then close the Event List multiple-items form that automatically opened. Open the Navigation Pane. | 0 |
| 2 | In Datasheet view, create a new table. Beginning in the second column of the table and using the data type of Short Text, create the **Building Project**, **Site**, and **Contractor** fields (in that order). In the fifth column, using the Currency data type, create the **Budget Amount** field. | 0.8 |
| 3 | Change the data type of the ID field to Short Text, rename the ID field to **Project ID**. | 0.4 |
| 4 | Starting in the Project ID field, add the following three records to the new table:  **P-356 Student Center, 3-story Northeast Campus RR Construction 61450000** **P-823 Student Center, 2-story Southeast Campus RR Construction 41960000** **P-157 Health Professions Center Northwest Campus Marshall Ellis Construction 42630000** | 0.8 |
| 5 | Save the table as **Projects**, and then close the table. | 0.2 |
| 6 | Append the records from the downloaded Excel file *go\_a01\_grader\_h3\_Projects.xlsx* to the Projects table. | 0.5 |
| 7 | In the Navigation Pane, organize the objects by Tables and Related Views. Open the Projects table (the table has eight records). Close the Navigation Pane. | 0.4 |
| 8 | Switch the Projects table to Design view. For the Project ID field, enter a description of **Enter the Project ID using the format P-###** and then change the field size to **5**. Save the table. | 1 |
| 9 | Switch to Datasheet view, apply Best Fit to all of the fields in the table, save the table, and then close the table. | 0 |
| 10 | Import the records from the downloaded Excel file *go\_a01\_grader\_h3\_Contractors.xlsx* into the database as a new table named *Contractors*. Designate the first row as column headings and the ID field as the primary key. | 0.7 |
| 11 | Open the Contractors table in Datasheet view (the table has four records). Apply Best Fit to all of the fields in the table, save the table, and then close the table. | 0 |
| 12 | Based on your Projects table, use the Query Wizard to create a simple query. Add the Site, Building Project, and Budget Amount fields (in that order). Keep the default name of *Projects Query*, click Finish to display the query results, and then close the query. | 0.8 |
| 13 | Based on your Projects table, use the Form tool to create a form for the table. Save the form as **Project Form**, display the form in Form view, and then close the form. | 0.9 |
| 14 | Based on your Projects table, use the Report tool to create a report. Delete the Budget Amount field from the report. Save the report as **Projects Report**. | 1 |
| 15 | Sort the Building Project field in ascending order. Set the width of the Building Project, Site, and Contractor fields to 2 inches. Delete the page number from the report, save the report, and then close the report. | 1 |
| 16 | Open the Navigation Pane, open the Event List form, and then close the Navigation Pane. In the Event List multiple-items form, enter the following two records (the Start Time and End Time data will reformat automatically):  Title: **Groundbreaking** Start Time: **6/13/21 10a** End Time: **6/13/21 11a** Description: **Student Center** **groundbreaking** Location: **Northeast Campus** Title: **Dedication** Start Time: **8/26/21 12:30p** End Time: **8/26/21 2p** Description: **Gymnasium building dedication** Location: **Southwest Campus** | 1 |
| 17 | In the Event List form, click New Event, and in the Event Details single-record form, enter the following record (the Start Time and End Time data will reformat automatically):  Title: **Community Arts Expo** Start Time: **10/5/21 6p** End Time: **10/5/21 9p** Description: **Book and Art Expo at Library** Location: **Southeast Campus** | 0.5 |
| 18 | Close the Event Details single-record form. Close all database objects, open the Navigation Pane, and then exit Access. Submit the database as directed. | 0 |

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| **Total Points** | **10** |