**Drivers and Insurance**

**Project Description:**

*You have been asked to modify a database that tracks driver data and insurance details. You will create macros to automate data entry, broadcast an informational message to users, navigate through a form, and to open forms. You will also set an SQL statement to filter a report when it opens.*

**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 downloaded Access database named *exploring\_a10\_Grader\_a1.accdb*. Save the database as **exploring\_a10\_Grader\_a1\_LastFirst**. | 0 |
| **2** | Open the Insurance table in Design view. Add a new field named **RenewTag** in the last position of the table with the data type Date/Time.  Hint: Click in the first empty cell in the Field Name column and type the field name. Click the Data Type arrow and click Date/Time. | 8 |
| **3** | Create a data macro attached to the Before Change event. Use the SetField Action to populate the RenewTag field in the table. The RenewTag date will always be 21 days before the TagExpiration.  Hint: To create the data macro, on the DESIGN tab, in the Field, Record & Table Events group, click Create Data Macros. Click the Add New Action arrow, and then click SetField. In the Name box, type **RenewTag**. In the Value box, type **[TagExpiration]-21**. | 10 |
| **4** | Add the comment **Sets the renewal date for tag renewal.** to the macro. Save and close the macro. Save the table.  Hint: Click the Add New Action arrow, and then click Comment. In the comment box, type **Sets the renewal date for tag renewal.** | 8 |
| **5** | Switch to Datasheet view of the Insurance table. Retype the TagExpiration in the first record (InsuranceID 10001), and then press the DOWN ARROW. The macro will be triggered and automatically fill in the RenewTag field with a date 21 days before the TagExpiration. Close the table. | 4 |
| **6** | Open the Insurance form in Design view. Add the RenewTag field to the form so that its label is aligned two dots below and with the left edge of the TagExpiration label. Switch to Form view, and then save and close the form.  Hint: On the DESIGN tab, in the Tools group, click Add Existing Fields. Click and drag the field to the indicated location. | 8 |
| **7** | Open the Drivers report in Design view. Create an embedded macro in the On Open property box.  Hint: In the Property Sheet, on the Event tab, click the On Open Build button. | 8 |
| **8** | Create a message box to display **Please upload this report to Web site every Friday.** (include the period).  Hint: Click the Add New Action arrow, and then click MessageBox. In the Message box, type **Please upload this report to Web site every Friday.** | 8 |
| **9** | Verify that Yes is in the Beep box. Select *Information* in the Type box. Type **Upload Report** in the Title box. Save and close the macro. Save and then print preview the report. Ensure that the message displays, click OK in the message box, and then close the report.  Hint: To complete the macro, click the Type arrow, and click Information. Type **Upload Report** in the Title box. | 8 |
| **10** | Open the Drivers form in Design view. Add a command button aligned two dots below and with the left edge of the Restrictions label.  Hint: To add a button, on the DESIGN tab, in the Controls group, click button. Click and drag to position and size the button. | 8 |
| **11** | Set the button to navigate to the next record in the form and to display **Next Record** as the button text. Set **cmdNextRecord** as the button name. Save the form, view the form in Form view and test the button. | 8 |
| **12** | Set the Background Color of the button to Light Blue and italicize the button text. Save and close the form.  Hint: On the FORMAT tab, in the Font group, click Background Color. | 4 |
| **13** | Open the Drivers report in Design view. Type an SQL statement into the Record Source property of the report. The statement should select all fields (\*) for drivers in the Adult class. Save the report. View the report in Report view. Close the report.  Hint: On the DESIGN tab, in the Tools group, click Property Sheet. On the Data tab, click in the Record Source cell, type **SELECT \* FROM Drivers WHERE Class="Adult";** and press ENTER. | 8 |
| **14** | Create a stand-alone macro that will open the Insurance form in Form view and Normal mode. Add an action to open the Drivers form in Form view and Normal mode.  Hint: On the Create tab, in the Macros & Code group, click Macro. Click the Add New Action arrow, and then click OpenForm. | 8 |
| **15** | Save the macro as **Open Forms** and close the macro. Run the macro from the Navigation Pane to test it and then close all forms.  Hint: To test the macro, double-click it in the Navigation Pane. | 2 |
| **16** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |