**National Farm and Agriculture Conference**

**Project Description:**

*You are helping a small non-profit group organize their national farm and agriculture conference. You have been tasked with creating a form to organize input, a report to display the finalized schedule, and mailing labels.*

**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\_a1.accdb*. Save the database as **exploring\_a04\_grader\_a1\_LastFirst**. | 0 |
| **2** | Create a form using the Form tool based on the Presenters table. Change the title of the form to **Enter/Edit Presenters**. | 10 |
| **3** | Reduce the field widths to approximately half their original size. Delete the subform. | 5 |
| **4** | Sort the records by LastName in Ascending order. Save the form as **Edit Presenters**. Close the form. | 5 |
| **5** | Open the Location Information form in Layout View. Apply the Stacked Layout to the form. Save and close the form. | 10 |
| **6** | Create a new report based on the Exhibits with Presenters query using the Report Wizard. Select all available fields, choose to view the data by Presenters, ensure the FirstName, LastName is the only grouping level, use Date as the primary sort field, in Ascending order, accept the default Stepped option, and change the layout to Landscape. Save the report as **Presenter Schedule**. | 20 |
| **7** | Apply the Integral theme to this report only. Save the report. | 10 |
| **8** | Modify the Presenter Schedule report so that the StartingTime field from the Exhibits table is added as the last field (appearing to the right of LocationID). | 10 |
| **9** | Change the title of the Presenter Schedule report to **Schedule by Presenter**. | 5 |
| **10** | Change the sort so the StartingTime is a secondary sort field (that is, so that the first sort is Date, and the second sort is StartingTime). Save and close the report. | 5 |
| **11** | Create a new labels report based on the Presenters table. Use the Avery USA 8660 label template. Accept the default font options, and set the labels up so the first and last name appear on the top line, the Address on the second line, and the City, State, and ZipCode appear on the final line. Your first label should look like:  *Shannon Beck 368 Graham Avenue Graham, KY 42344*  Do not add any sorting. Name the report **Presenter Mailing Labels**. Close the labels. | 20 |
| **12** | Close the database, and submit based on your instructor's directions. | 0 |
|  | **Total Points** | **100** |