**Paterson Credit Union**

**Project Description:**

*You work as a database administrator at the Paterson Credit Union. You are modifying a database to add a lookup form, change an existing form to fix the tab order, include a combo box, and add text, and create a new report grouped by the type of loan.*

**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\_a07\_grader\_a1\_Bank.accdb*. | 0 |
| **2** | Select the Customers table and use the Form tool to create a new form. Change the title to **View Customers**. Delete the subform containing loan information. | 10 |
| **3** | Change the Allow Edits, Allow Additions, and Allow Deletions settings to No. View the form and data in Form view. Save the form as **View Customers** and close the form. | 10 |
| **4** | Create a new table named **AccountTypes** in Design view. Name the first field **AccountType**, and then change the data type to Short Text. Set the field to be the primary key. Enter three records, **Gold**, **Platinum**, and **Silver** (in that order). Close the table. | 5 |
| **5** | Open the Update Customers form in Design view. Change the AccountType field to a Combo Box. Set the Row Source to AccountTypes and the Limit To List property to Yes. | 10 |
| **6** | Fix the tab order so the ZipCode field comes immediately after the State field. Save and close the form. | 5 |
| **7** | Open the View Customers form in Design view. Add a new label control in the left-side of the form footer at the 0.5-inch mark on the horizontal ruler that displays the text **Always verify customer address information!**. Change the font color to Black, Text 1 and bold the text. Change the font size to 18. Drag only the right border of the control to the 6-inch mark on the horizontal ruler so the text displays. Save and close the form. | 10 |
| **8** | Create a new report based on the Loans table using the Report Wizard. Select the CustomerID, Date, Amount, and InterestRate fields. Remove the proposed grouping by the CustomerID field. Accept all other default options. | 10 |
| **9** | Switch to Layout view. Add grouping by the Type field. Add a sort by the Date field from oldest to newest. Switch to Design view. Display the Group Footer. Display the count of the CustomerID records in the Type Footer. | 10 |
| **10** | Use the Insert Page Break control at the bottom of the Type footer. | 10 |
| **11** | Add a new Text Box control to the right of the InterestRate text box. Use the Tabular button in the Table group of the ARRANGE tab to place it correctly. Change the label for the field to **DaysOpen**. | 10 |
| **12** | Add a formula in the text box to calculate the number of days the loan has been active, assuming the current date is **#5/15/2018#**. Format the field as Standard with 0 decimal places. Save and close the report. | 10 |
| **13** | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |