**Hotel Chain**

**Project Description:**

*You are the general manager of a large hotel chain. You track revenue by categories, such as conference room rentals and weddings. You need to create a report that shows which locations are earning the most revenue in each category. You will also create a report to show you details of your three newest areas: St. Paul, St. Louis, and Seattle.*

**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\_h2.accdb*. Save the database as **exploring\_a04\_grader\_h2\_LastFirst**. | 0 |
| **2** | Select the Members table and create a Multiple Items form. Save the form as **Maintain Members**. | 10 |
| **3** | In Layout view, change the MemNumber label to **MemID** and reduce the MemNumber column width to **0.6"**. | 8 |
| **4** | Change the widths of the LastName, FirstName, City, and Phone fields to **1.25"**; change the width of the State and Zip fields to **0.75"**; and change the width of the Address field to **1.75"**. Delete the form icon (the picture next to the title of the form) in the Form Header. | 8 |
| **5** | Change the sorting order of the MemberSince control so that the members who joined most recently are displayed first. | 8 |
| **6** | Click the LastName field and change the control padding to Wide. Save and close the form.  Hint: On the ARRANGE tab, in the Position group, click Control Padding. | 0 |
| **7** | Select the Revenue query and create a report using the Report Wizard. Include all fields in the report and add grouping by City and then by ServiceName. Add a Sum to the Revenue field and select the Summary Only option. Choose Outline Layout and name the report **Revenue by City and Service**. | 10 |
| **8** | Scroll through all the pages to check the layout of the report while in Print Preview mode. Exit Print Preview. Switch to Layout view and delete the NumInParty and PerPersonCharge controls. | 10 |
| **9** | SKIP: Select the Sum control below the Summary for 'City' control. Change the font size to 12; change the font color to Dark Blue, Text 2; and change the background color of the control to Yellow. | 0 |
| **10** | SKIP: Change the sort on the report, so that it sorts by city in descending order—that is, so that the last city alphabetically (St. Paul) is displayed first. | 0 |
| **11** | SKIP: Examine the data in the report to determine which city of St. Paul, St. Louis, and Seattle has the highest Sum of event revenue. Save and close the report. Modify the Totals by Service query so the criteria for the City field is the city you determined had the highest sum from St. Paul, St. Louis, or Seattle. Save and close the query. | 0 |
| **12** | Create a report using the Report tool based on the Totals by Service query. Name the report **Targeted City**. Close the report. | 10 |
| **13** | Close the database, and submit based on your instructor's directions. | 0 |
|  | **Total Points** | **64** |