Week 4 Submission Tasks

Submission Process

Download **W04_submission_template.docx** from blackboard.

Paste the required screen captures from the tasks below into this file.

Submit the (.docx) file into the appropriate weekly task on **Doubtfire**.

Task 1.

Complete the Challenge Activities at the bottom of the following tutorial

https://www.gcflearnfree.org/access2016/creating-reports/1/

Take a screen capture when you complete each step of the tutorial
Paste the screen captures in the appropriate position in **W04_submission_template.docx**

Task 2.

Complete the Challenge Activities at the bottom of the following tutorial

https://www.gcflearnfree.org/access2016/advanced-report-options/1/

Take a screen capture when you complete each step of the tutorial
Paste the screen captures in the appropriate position in **W04_submission_template.docx**