**Campus Projects and Events**

**Project Description:**

*In this project, you will create a new Projects table in the Events database template, and then append data from Excel into it. You will then create a simple query, a form, and a report.*

**Instructions:**

For the purpose of grading of the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Access. Open the downloaded file named *Go\_a01\_Grader\_EOC.accdb*. | 0 |
| 2 | In the Event List form that opened automatically, in the first record row, enter **Groundbreaking** as the Title, **6/13/16 10a** as the Start Time, **6/13/16 11a** as the End Time, **Student Center groundbreaking** as the Description, and **Jefferson Campus** as the Location. (Note**:** the Start and End times will reformat automatically.) | 10 |
| 3 | Click the New Event hyperlink in the Link Bar above the record. In the Event Details form that opens, enter **Dedication** as the Title, **Washington Campus** as the Location, **8/26/16 12:30p** as the Start Time, **8/26/16 2p** as the End Time, and **Gymnasium Building Dedication** as the Description. Click the Save and New hyperlink and then close the Event Details form. Close the Event List form. | 5 |
| 4 | In the Navigation Pane, change the view to Tables and Related Views. | 5 |
| 5 | Create a new table in Datasheet view. Change the field name of the ID field to **Project ID**. Name the next fields **Building Project**, **Site**, and **Contractor** (in that order), using the Text data type. Add **Budget Amount**, using the Currency data type. | 6 |
| 6 | Change the Data Type of the Project ID field to Text, Save the table as **Projects**, switch to design view and ensure that Project ID field is set as the Primary Key. Switch back to datasheet view. | 11 |
| 7 | Change the field size of Project ID to **5**. | 5 |
| 8 | Add a record to the table by entering **P-356** as the Project ID; **Student Center** as the Building Project; **Jefferson Campus** as the Site; **Glenmore Construction** as the Contractor; and **61450000** as the Budget Amount. Save and close the table. | 5 |
| 9 | Append a copy of the records from the downloaded Excel file named *a01G\_Projects.xlsx* to the Projects table. | 9 |
| 10 | Re-open the Projects table to display the data that was imported from Excel (the table will now contain six records). Resize all of the columns in the table to have the best fit. Save the table. | 3 |
| 11 | With the Projects table open in Datasheet view, use the Simple Query Wizard to create a query based on this table. Add the Building Project and Budget Amountfields to the query (in that order) and click Next two times. Keep the title as **Projects Query** and then click Finish. Close the query. | 9 |
| 12 | Create a simple form based on the Projects table that will open in Layout view. Save the form as **Projects Form**. View the form in Form view. Close the form. | 9 |
| 13 | With the Projects table open in Datasheet view, create a simple report that will open in Layout view. Save the report with the name **Projects Report**. Delete the Project ID field from the report. | 10 |
| 14 | Set the width of the Building Project and Site fields to two inches. Sort the records from Largest to Smallest by the Budget Amount field. | 10 |
| 15 | Move (do not resize) the page number control to the left so that its right border aligns with the right margin of the report. Close the report, save the changes when prompted, and then close the Projects table. | 3 |
| 16 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |