**Career Books**

**Project Description:**

*In this project, you will create and modify forms and reports using various techniques. You will add data to a form, delete data from a form, and filter records using criteria.*

**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 database named *GO\_a03\_Grader\_EOC.accdb.* | 0 |
| 2 | Create a simple form based on the Career Book Titles table that will open in Layout view. Save the form as **Career Book Titles Form** and then view the form in Form view. | 4 |
| 3 | Add the following record to the Career Book Titles Form:  *Title ID* **T-34** *Title* **Effective Networking** *Author Last Name* **Rose** *Author First Name* **Vincent** *Publisher ID* **PUB-100** *Category* **Job Search** *Copies On Hand* **6** *Value of Books* **180** | 8 |
| 4 | Delete Record 17 (Title ID T-18) from the form. In the warning message, click Yes. | 2 |
| 5 | View the Career Book Titles Form in Layout view and then change the width for the Title ID field text box to 7.5 inches. Save and close the form. | 3 |
| 6 | Use the Form Wizard to create a form based on the Publishers table. Add the Company Name, Rep Last Name, Rep First Name, Job Title, and Phone Number fields to the Selected Fields list (in that order). Click Next two times. Name the form **Publishers Form** and then click Finish. | 8 |
| 7 | View the Publishers Form in Layout view. Select all of the controls and apply the Stacked layout. Change the theme of only the selected objects to Couture. | 4 |
| 8 | Select the title, *Publishers Form*. Change the font size to 16, apply bold formatting, and change the font color to Brown, Accent 6, Darker 50% (under Theme Colors). | 3 |
| 9 | View the Publishers Form in Design view. Increase the height of the Form Footer section to 0.5 inches. Add a label control to the Form Footer section so it is left aligned with the other controls in the form. Type **Created by Lianna Jacobson** and then change the font color of the label to Brown, Text 2 (under Theme Colors). Save the form. | 4 |
| 10 | View the Publishers Form in Layout view. From the Field List task pane, add the Publisher ID field to the form above the Company Name field. Close the Field List task pane and then reposition the Rep First Name field so that it is above the Rep Last Name field. Save the form. | 5 |
| 11 | View the Publishers Form in Form view. Add the following record to the form:  *Publisher ID* **PUB-111** *Company Name* **Associated Publishers** *Rep First Name* **Elizabeth** *Rep Last Name* **Cassini** *Job Title* **Sales Associate** *Phone Number* **(703) 555-0857** Close the form. | 6 |
| 12 | View the Career Book Titles Form in Form view. Use Filter by Form to find the titles in the Resumes or Job Search categories (the filtered form will display fourteen records). Save and close the form. | 5 |
| 13 | Create a blank report. Using the Field List task pane, from the Publishers table, add the Company Name, Rep First Name, Rep Last Name, and Phone Number fields (in that order) to the report. Close the Field List task pane and then change the theme of this object only to Equity. | 8 |
| 14 | Change the width of the Company Name column to 2.3 inches. Add a title to the report using the text **Reps Phone List** and change the font size of the title to 14. | 5 |
| 15 | Apply bold formatting to the column headings in the report. Sort the Company Name field in alphabetical order. Save the report as **Reps Phone List** and then close the report. | 9 |
| 16 | Use the Report Wizard to create a report based on the Career Book Titles table. Add the Category, Title, and Value of Books fields to the Selected Fields list (in that order). Click Next one time. | 5 |
| 17 | Group the records by the Category field and then click Next. Sort the records by Title in ascending order, modify the Summary Options to sum the Value of Books field, and then click Next two times. Name the report **Book Values by Category Report** and then click Finish. | 7 |
| 18 | View the Book Values by Category Report in Layout view and change the theme for this object only to Opulent. Select the title of the report. Apply bold formatting, and change the font size to 14. Delete the *Summary for 'Category'* control. | 7 |
| 19 | Change the width of the Sum and Grand Total text box controls to 1 inch. Increase the width of the Grand Total label control to 1.5 inches. | 3 |
| 20 | Open the Group, Sort, and Total pane. Modify the setting to keep a whole group of records together on one page. Close the Group, Sort, and Total pane. Print Preview the report. Save and close the report. | 4 |
| 21 | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |