**Garden Tours**

**Project Description:**

*In this project, you will create a form in Design view, add fields to a tab control and place them as required, and then resize them. You will then create a report using the Report Wizard and modify its design.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Download, save, and open the Access database named *GO\_a07\_Grader\_EOC.accdb.* | 0 |
| **2** | Open the Featured Gardens and Tours Form in Design view. Set the height of the Detail section to 3". | 8 |
| **3** | In the Detail section, add a tab control at the 0.25-inch mark on the vertical and horizontal rulers. Extend the right edge of the tab control to the 5-inch mark on the horizontal ruler. | 9 |
| **4** | Add the Caption **Garden** to Page1 of the tab control. | 8 |
| **5** | Add the Garden Name field to the Garden tab at the 0.75-inch mark on the vertical ruler and the 1.5-inch mark on the horizontal ruler. The field label should be at the 0.75-inch mark on the vertical ruler and the 0.25-inch mark on the horizontal ruler. | 9 |
| **6** | Add the City field to the Garden tab at the 1.25-inch mark on the vertical ruler and the 1.5-inch mark on the horizontal ruler. The field label should be at the 1.25-inch mark on the vertical ruler and the 0.25-inch mark on the horizontal ruler. | 9 |
| **7** | Add the State/Country field to the Garden tab at the 1.75-inch mark on the vertical ruler and the 1.5-inch mark on the horizontal ruler. The field label should be at the 1.75-inch mark on the vertical ruler and the 0.25-inch mark on the horizontal ruler. | 9 |
| **8** | On the Garden tab, change the width of the three text box controls to 3". | 6 |
| **9** | Add the Caption **Tour** to Page2 of the tab control. Save and close the form. | 8 |
| **10** | Create a report using the Report Wizard based on the Garden Tours Query. Add all of the query's fields to the report in their existing order. View your data by Historical Gardens. Leave the default grouping levels. Sort the report by Subject in Ascending order. Use the Block layout and Landscape orientation. | 16 |
| **11** | Save the report as **Featured Garden Tours** and then modify the report's design. | 6 |
| **12** | Change the font color of the title control to Red, Accent 2 and the font size to 24. | 8 |
| **13** | Set the width of the report title to 4". Save the report. View the report in Layout view. When the parameter prompt appears, enter **Biltmore Estate**. Close the report. | 4 |
| **14** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |