**Warwick Hospital Expansion Project**

**Project Description:**

*In this project, you will create a PivotTable to summarize the budgeted amounts for a hospital expansion project. You will then build a macro embedded in a button on a form that will open the PivotTable in Print Preview.*

**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\_a08\_Grader\_EOC.accdb.* | 0 |
| **2** | Open the Projects Query and switch to PivotTable view. Add the Building Project field as a row field in the PivotTable. | 5 |
| **3** | Add the Contractor field as the column field in the PivotTable. | 5 |
| **4** | Add the Budget Amount field as the details field in the PivotTable. | 5 |
| **5** | Autocalculate the sum for the Budget Amount field. Hide the details and drop zones, and then save and close the PivotTable. | 15 |
| **6** | Open the Projects form in Design view. Begin to create a macro for the Summary button so that when the button is clicked, the Projects Query opens in PivotTable view and cannot be edited. | 24 |
| **7** | Add a comment below the OpenQuery action using the text **Opens the PivotTable for the Projects Query** (no period). | 12 |
| **8** | Add the RunMenuCommand action below the comment. Set the command to PrintPreview. | 12 |
| **9** | Add a comment below the RunMenuCommand action using the text **Switches to Print Preview** (no period). Save and close the macro. Switch to Form view, and then click the Summary button. Save and close the query and form. | 12 |
| **10** | Open the Database Documenter dialog box. Select the Projects form and modify the options so that only the code is included. Run the Database Documenter. Create a screenshot of the results, and then close the print preview window. Open your computer's Paint program and paste the screen print. Save the file as a JPEG using the file name **ScreenPrint**.    Create a new blank form, and then insert the saved file, *ScreenPrint*, into it. Save the form as **Documenter Results**, and close the form. | 10 |
| **11** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |