**Monthly Promotion**

**Project Description:**

*In this project, you will import tables to a blank database from Excel and text files. You will create a report and export it as an HTML format. Additionally, you will make a screenshot of the HTML document and paste it into a new Access form.*

**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\_a09\_Grader\_EOC.accdb.* | 0 |
| **2** | Create a table in the database by importing the downloaded Excel worksheet named *9G\_Customers*. Indicate that the first row contains column headings. Change the data type for the Postal Code field to Text and let Access add the primary key. | 14 |
| **3** | Name the imported table as **9G Customers**. | 3 |
| **4** | Open the 9G Customers table and filter it so that only customers in the state MO display (21 records). Save and close the filtered table. | 12 |
| **5** | Create a table in the database by importing the downloaded tab delimited text file named *9G\_Monthly\_Promotions.txt*. Use the first row of the file as field names, and let Access add the primary key. | 11 |
| **6** | Name the imported table as **9G Monthly Promotions**. Accept all other default options. | 3 |
| **7** | Create a simple report based on the 9G Monthly Promotions table that will open in Layout view. | 12 |
| **8** | Add the downloaded *9G\_Logo.jpg* file as a logo to the report header. | 10 |
| **9** | View the report in Design view. Set the Size Mode property of the logo control to Zoom. Set the width of the control to **1.5** inches and set the height to **0.5** inches. | 12 |
| **10** | Set the width of the Date and Time Controls in the report header to **2** inches each. Set the width of the report to **8** inches. View the report in Print Preview, then save the report, using the default name. Close the report. | 8 |
| **11** | Export the report as an HTML Document. Open the destination file after the export is complete, accepting all other default options. Make a screenshot of your screen, open your computer's Paint program and paste the screen print. Save the file as a JPEG using the file name **ScreenPrint**.  Create a blank form in Design view and then insert the saved file, *ScreenPrint*, into it. Save the form as **9G Monthly Promotions\_HTML**. | 15 |
| **12** | Close all database objects. Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |