**GO16\_AC\_CH01\_GRADER\_1A\_HW - Student Advising Database With Two Tables**

**Project Description:**

*This project will be completed by following the Activities in the Project A of your GO! textbook. You can use the print or eText version to locate and read the Activity instructions.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a01A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 1A and complete all of the steps in Activities 1.01-1.17. | 0 |
| **2** | Complete Activity 1.01 Identify Good Database Design. | 0 |
| **3** | Complete Activity 1.02 Starting with a Blank Desktop Database. Use the Grader start file, and do not rename the database. Additional instruction: Click the Create tab. In the Tables group, click Table to display a new table in Datasheet view to match Figure 1.5 in the text. | 0 |
| **4** | Complete Activity 1.03 Assigning the Data Type and Name to Fields. | 10 |
| **5** | Complete Activity 1.04 Renaming Fields and Changing Data Types in a Table. | 5 |
| **6** | Complete Activity 1.05 Adding a Record to a Table. Save the table as **1A Students**. | 10 |
| **7** | Complete Activity 1.06 Adding Additional Records to a Table. | 10 |
| **8** | Complete Activity 1.07 Importing Data from an Excel Workbook into an Existing Access Table. | 10 |
| **9** | Complete Activity 1.08 Deleting a Table Field in Design View. | 5 |
| **10** | Complete Activity 1.09 Changing a Field Size and Adding a Description. | 9 |
| **11** | Complete Activity 1.10 Viewing the Primary Key in Design View. | 0 |
| **12** | Complete Activity 1.11 Adding a Second Table to a Database by Importing an Excel Spreadsheet. In the *Import to Table* box in the wizard, Save the table as **1A Faculty Advisors**. | 9 |
| **13** | Complete Activity 1.12 Adjusting Column Widths. | 0 |
| **14** | Complete Activity 1.13 Printing a Table. | 0 |
| **15** | Complete Activity 1.14 Creating a Query by Using the Simple Query Wizard. In the *What title do you want for your query? box,* Save the query as **1A All Students Query**. | 10 |
| **16** | Complete Activity 1.15 Creating and Printing a Form. Save the form as **1A Student Form**. | 9 |
| **17** | Complete Activity 1.16 Creating, Modifying, and Printing a Report. Save the report as **1A Faculty Advisors Report**. | 11 |
| **18** | Complete Activity 1.17 Closing a Database and Close Access. | 2 |
| **19** | Save and close the file, and then submit the *a01A\_Start.accdb* database for grading. | 0 |
|  | **Total Points** | **100** |