**GO16\_AC\_CH07\_GRADER\_7G\_AS - Course Management**

**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\_a3.accdb*. | 0 |
| **2** | Open the Course Listings 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 6-inch mark on the horizontal ruler. | 10 |
| **4** | Add the Caption **Course Information** to the first page of the tab control. | 6 |
| **5** | Add the Course ID, Course Name, Format, Credit Hours, and Instructor fields to the Course Information tab at the 1.5-inch mark on the horizontal ruler and the 0.75-inch mark on the vertical ruler. | 10 |
| **6** | On the Course Information tab, extend the width of the five text box controls to the 4.5-inch mark on the horizontal ruler. | 7 |
| **7** | Add the Caption **Course Description** to the second page of the tab control. | 6 |
| **8** | Add the Description field to the Course Description tab at the 1.5-inch mark on the horizontal ruler and the 0.75-inch mark on the vertical ruler. Extend the width of the text box control to the 5-inch mark on the horizontal ruler and down to the bottom of the tab control. View the form in Form view. Save and close the form. | 13 |
| **9** | Create a report using the Report Wizard based on the Instructor Parameter Query. Add all of the Available Fields (in order) to the report. Remove any grouping. Sort the report by Course ID in Ascending order. Use the Tabular layout and Portrait orientation. | 14 |
| **10** | Save the report as **Instructor Teaching Load** and then modify the report's design. | 6 |
| **11** | Change the font color of the title control to Purple, Accent 4, Darker 50% and the font size to 24. Set the width of the title control to 4". | 10 |
| **12** | Resize the controls so all data is visible. Adjust the report. Change the report width to 7 inches. Save the report. View the report in Layout view. When the parameter prompt appears, enter 2. Close the report. | 10 |
| **13** | Open the Navigation Pane, if necessary. Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |