**GO16\_AC\_CH03\_GRADER\_3E\_AS - Raffle Sponsors**

**Project Description:**

*In this project, you will use a database to track raffle items and sponsors. You will create forms, add and delete records by using a form, filter records, and modify a form in Layout view and Design view.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Open the downloaded file named *go\_a03\_grader\_a1\_Raffle\_Sponsors.accdb* and enable the content. View the relationship between the Sponsors table and the Raffle Items table. One sponsor can provide many raffle items. Close the Relationships window. | 0 |
| **2** | Use the Form tool to create a form based on the Raffle Items table. Save the form as **Raffle Item Form** and then display the form in Form view. | 7 |
| **3** | Using the Raffle Item Form, add the following new record to the underlying Raffle Items table: Field Data  Raffle Item ID **RAFF-25**  Item Description **Virtual Software Game**  Sponsor ID **SP-1210**  Provider Item Code **TG-79044**  Category **Electronics**  Retail Value **35** | 6 |
| **4** | With the record for the Raffle Item ID of **RAFF-25** displayed, from the Print dialog box and the Setup option, change the column size width of a printed form to **7.5** inches. Save the form. | 2 |
| **5** | Use the Filter By Form tool to create a filter for the Raffle Item Form that displays records with a Category of **Clothing Or Dining**. After verifying that seven records match the filter criteria, toggle the filter off to display all 25 records. Save and close the form. | 8 |
| **6** | Use the Form Wizard to create a form based on the Sponsors table. Add the following fields (in this order) to the form: Sponsor, Contact Last Name, Contact First Name, and Phone Number. Apply a columnar layout, and name the form **Sponsor Form**. | 12 |
| **7** | With the Sponsor Form displayed in Layout view, apply the Stacked layout to all of the controls. Apply the Ion Boardroom theme to this form only. | 6 |
| **8** | With the Sponsor Form displayed in Layout view, select the title-*Sponsor Form*. Change the font size to 16, apply bold, and change the font color to Dark Purple, Text 2 (under Theme Colors, in the fourth column, the first color). Save the form. | 6 |
| **9** | With the Sponsor Form displayed in Layout view, from the Field List pane, add the Sponsor ID field to the form directly above the Sponsor controls. Close the Field List pane. In the form, move the Contact First Name controls directly above the Contact Last Name controls. | 8 |
| **10** | With the Sponsor Form displayed in Layout view, display Record 10. Change the width of the Sponsor text box control to **2.5** inches (the widths of all of the text box controls change). Save the form. | 2 |
| **11** | With the Sponsor Form displayed in Layout view, select all five text box controls, and change the background color to Orange, Accent 4, Lighter 80% (under Theme Colors, in the eighth column, the second color). | 5 |
| **12** | With the Sponsor Form displayed in Layout view, select all five label controls, and change the font color to Orange, Accent 4, Darker 50% (under Theme Colors, in the eighth column, the last color). For the same controls, apply bold and change the width to **1.75** inches. | 5 |
| **13** | With the Sponsor Form displayed in Layout view, select the five label controls and the five text box controls. Change the font size to **12**, and change the height to **0.25** inch. Save the form. | 8 |
| **14** | With the Sponsor Form displayed in Design view, change the height of the Form Footer section to **0.5** inch. Add a label control to the Form Footer section that displays **Texas Lakes Raffle Sponsors**. | 8 |
| **15** | Still in Design view and with the label control in the Form Footer section selected, change the font color to Orange, Accent 4, Darker 50% (under Theme Colors, in the eighth column, the last color). Apply bold to the label control and change the width to **2.2** inches. For the same label control, set the Top property to **0.1** inch and the Left property to **1** inch. Close the Property Sheet, and then save the form. | 10 |
| **16** | Display the Sponsor Form in Form view. Add the following new record to the underlying Sponsors table:  Field Data  Sponsor ID **SP-1211**  Sponsor **Spicewood Sweets**  Contact First Name **Megan**  Contact Last Name **Sweeney**  Phone Number **(512) 555-5355** | 5 |
| **17** | Find the record for the Sponsor ID of **SP-1208**, and then delete the record. Close the form. | 2 |
| **18** | If necessary, close all database objects and open the Navigation Pane. Close Access and submit the database as directed. | 0 |
|  | **Total Points** | **100** |