**GO16\_AC\_CH03\_GRADER\_3F\_HW - Degrees and Students**

**Project Description:**

*In this project, you will use a database to track degrees and grade point averages for honor students in the health professions program in preparation for graduation. You will create reports, modify a report in Layout view and Design view, group data in a report, and keep grouped data together for a printed report.*

**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\_h2\_Degrees\_Students*, and then enable the content. View the relationship between the Degrees table and the Students table. One type of degree can be awarded to many students. Close the Relationships window. | 0 |
| **2** | Use the Report tool to create a report based on the Summa Cum Laude Graduates Query object. | 10 |
| **3** | With the report displayed in Layout view, apply the Facet theme to only the report. Delete the Student ID field from the report. Change the width of the Last Name, First Name, and Degree text box controls to **1.25** inches. | 10 |
| **4** | With the report displayed in Layout view, sort the records in ascending order by the Last Name field. Change the width of the Program text box controls to **2.5** inches. | 4 |
| **5** | At the bottom of the report and in Layout view, change the height of the calculated control that displays *8* to **0.25** inch. For the page number control, set the Left property to **5** inches. | 4 |
| **6** | With the report displayed in Layout view, select the title of the report and change the font size to 14. In the title, change the word *Query* to **Report**. In the body of the report, for the GPA field name, set the Left property to **0.25** inch (the GPA text box controls move to the right, and all of the other fields also move to the right). Save the report as **Summa Cum Laude Graduates Report**, close the Property Sheet, and then close the report. | 12 |
| **7** | Use the Report Wizard to create a report based on the GPAs by Degree Program Query object. Add the following fields (in this order) to the report: Program, GPA, Last Name, and First Name. View the data by Degrees, and do not add any other grouping to the report. | 14 |
| **8** | Sort the records first in descending order by the GPA field and then in ascending order by the Last Name field. Summarize the report by averaging the GPA field. | 6 |
| **9** | Be sure the layout is Stepped and the orientation is Portrait. Name the report **GPAs by Program Report**, and then finish the wizard. | 6 |
| **10** | Display the GPAs by Program Report in Layout view. Apply the Wisp theme to this report only. Select the title of the report, change the font size to 16, and then apply bold. | 6 |
| **11** | With the GPAs by Program Report displayed in Layout view, delete the controls that begin with Summary for 'Program'. Change the width of the Program text box controls to **2.75** inches. | 4 |
| **12** | With the GPAs by Program Report displayed in Layout view, change the text in the label control that displays *Avg* to **Average GPA by Program**. At the top of the report, apply bold formatting to the four label controls that display the field names. | 6 |
| **13** | With the GPAs by Program Report displayed in Layout view, select the GPA label control, the GPA text box controls, and the calculated controls for the average GPA. Change the width of the selected controls to **1** inch, and set the Left property to **3** inches. Close the Property Sheet. | 6 |
| **14** | Display the GPAs by Program Report in Design view. Select the following two controls: the Program text box control (in the Program Header section) and the Average GPA by Program label control (in the Program Footer section). Align the right edges of the two selected controls. Save the report. | 4 |
| **15** | Display the GPAs by Program Report in Print Preview as two pages, and notice how the groupings break across the pages. Display the report in Layout view, and then open the Group, Sort, and Total pane. Set the grouping option so that each group of program records is kept together on one page when the report is printed, and then close the Group, Sort, and Total pane. Display the report in Print Preview, and notice that the groupings are not split between pages. Save the report, and then close the report. | 8 |
| **16** | If necessary, close all database objects and open the Navigation Pane. Close Access and submit the database as directed. | 0 |
|  | **Total Points** | **100** |