**GO16\_AC\_CH04\_GRADER\_4G\_AS - Human Resources**

**Project Description:**

*In this project, you will append data from one table to another, modify the design of a table, and, after adding an Attachment field, you will attach a Word document to a database record. You will also create a table to organize special events offered to employees.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Download, open, and save the database named *go\_a04\_grader\_a3.accdb*. | 0 |
| **2** | Save a copy of the Management table as the **Employees** table. | 10 |
| **3** | Copy the Trainees table and then paste the table, appending the data from it into the Employees table (the appended table will contain eleven records). | 12 |
| **4** | Open the Employees table in Design view. Change the data type for the Empl ID field to Short Text. | 8 |
| **5** | In the Empl ID field, limit the field size to **4** characters. | 8 |
| **6** | Add a new **Monthly Salary** field below the Annual Salary field, with the data type set to Calculated. In the Expression Builder dialog box, enter the calculation as **[Annual Salary]/12** and change the Result Type to Currency. | 8 |
| **7** | Between the ZIP field and the Annual Salary field, add a new **Certificate** field to the table with the data type set to Attachment. | 8 |
| **8** | Select the ZIP field. In the Input Mask box, type **00000\-9999**. Limit the field size to **10** characters. Make entry of data into the field required. View the table in Datasheet view, and save your changes. In the warning message box, click Yes to continue, and then click Yes to continue. | 8 |
| **9** | In the Michael Chin record, in the Attachment field, double-click, and then from the student data files, attach *Chin\_Cert.pdf*. Click OK. Using the same technique, for the Jan Meyer record, add the certificate that is in the *Meyer\_Cert.pdf* file. Close the table. | 8 |
| **10** | Create a table in Design view. In the first Field Name box, type **Activity ID**, and select an AutoNumber data type. On the Design tab, in the Tools group, click the Primary Key button. | 8 |
| **11** | In the second Field Name box, type **Activity**. In the third Field Name box, type **Shift** and select a Lookup Wizard data type. Type the look up list to include **Day**, **Evening**, **Overnight**, and **Weekend**. | 10 |
| **12** | Switch to Datasheet view, saving the table as **Employee Activities**. | 2 |
| **13** | Populate the table with the following data, and then adjust the column widths so all data is visible.  Activity ID Activity Shift  1 **Luncheon** **Day**  2 **Appetizer** **Buffet** **Evening**  3 **Donuts**/**Coffee** **Overnight**  4 **Softball** **Game** **Evening**  5 **Bowl-a-thon Weekend** | 10 |
| **14** | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |