**GO16\_AC\_CH08\_GRADER\_8G\_AS - Inventory Management**

**Project Description:**

*In this project, you will manage a database for the local gift shop. To complete the project, you will create macros to automate the process.*

**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 database named *go\_a08\_grader\_a3.accdb*. | 0 |
| **2** | Open the Intro Screen form in Design view. Change the Pop Up and Modal properties to Yes. Save and Close the form | 6 |
| **3** | Create a macro to open the Intro Screen form with the comment **Opens the Intro Screen form** immediately following the action. In the Show/Hide group, be sure the Show All Actions button is active. Save the macro as **autoexec**. | 10 |
| **4** | Add the action OpenForm to open the Inventory Data form with the comment **Opens the Inventory Data form** immediately following the action. | 10 |
| **5** | Add the action DisplayHourglassPointer with the Comment **Displays the busy icon** immediately following the action. | 10 |
| **6** | Add the Echo action. In the Echo Action Block, change the Echo On box to No. Click in the Status Bar Text box, and then type **Macro is running**. Add the comment **Hides the flickering screen as the macro runs** immediately following the action.  Move the first OpenForm action and comment below the Echo macro comment. Save and close the macro. | 18 |
| **7** | Open the Inventory Data form in Design view. In the Detail Section, add a Button control at the 2-inch mark on the horizontal ruler and three dots below the Detail section bar with the caption **&Inventory List**. Embed a macro to Open the Inventory by Vendor report in Print Preview. Save and Close the macro. Save and close the form. | 16 |
| **8** | Open the Employees table in Datasheet view. Add a data macro Before Change. Add the If Block with the condition **[# Hours]>=32**. | 10 |
| **9** | In the If Block, add the SetField action to set **Status** to **"Full time"**. | 6 |
| **10** | In the If Block, add an Else block, and then add the SetField action to set **Status** to **"Part time"**. Close the Macro Designer, saving changes. Save the table. | 8 |
| **11** | In Record 4, update the # Hours to **18**, in Record 5 update the # Hours to **33**. Click in the first field in the first record, and notice the updates to the Status field. Close the table. | 6 |
| **12** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |