**GO16\_AC\_CH03\_GRADER\_3A\_HW - STUDENTS AND MAJORS DATABASE**

**Project Description:**

*Instructional project 3A-Students and Majors Database*

**Instructions:**

This project will be completed by following the Activities in the Project A of your GO! textbook. You can use the print or eText version to locate and read the Activity instructions. For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a03A\_Students\_Majors.accdb* downloaded with this project. Then, in your textbook, turn to Project 3A and complete all of the steps in Activities 3.01-3.15. | 0.000 |
| **2** | Complete Activity 3.01 Opening and Saving and Existing Database, Renaming Tables, and Viewing a Table Relationship. | 0.000 |
| **3** | Complete Activity 3.02 Creating a Form and Viewing Records. | 10.000 |
| **4** | Complete Activity 3.03 Creating a Second Form. | 10.000 |
| **5** | Complete Activity 3.04 Adding Records to a Table by Using a Form. | 6.000 |
| **6** | Complete Activity 3.05 Deleting Records from a Table by Using a Form. | 6.000 |
| **7** | Complete Activity 3.06 Printing a Form. | 5.000 |
| **8** | Complete Activity 3.07 Filtering Data by Selection of One Field. | 0.000 |
| **9** | Complete Activity 3.08 Using Filter by Form. | 0.000 |
| **10** | Complete Activity 3.09 Using Advanced Filter/Sort. | 8.000 |
| **11** | Complete Activity 3.10 Creating a Form by Using the Form Wizard. | 5.000 |
| **12** | Complete Activity 3.11 Grouping Controls in Layout View. | 4.000 |
| **13** | Complete Activity 3.12 Applying a Theme and Formatting a Form in Layout View. | 10.000 |
| **14** | Complete Activity 3.13 Adding, Resizing, and Moving Controls in Layout View. | 10.000 |
| **15** | Complete Activity 3.14 Formatting Controls in Layout View. | 13.000 |
| **16** | Complete Activity 3.15 Modifying a Form in Design View. | 13.000 |
| **17** | Save and close the file, and then submit for grading. | 0.000 |

| **Total Score** | **100.000** |
| --- | --- |