**GO16\_AC\_CH03\_GRADER\_3B\_HW - JOB OPENINGS DATABASE**

**Project Description:**

*This project will be completed by following the Activities in the Project B of your GO! textbook. You can use the print or eText version to locate and read the Activity instructions.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a03B\_Job\_Openings.accdb* downloaded with this project. Then, in your textbook, turn to Project 3B and complete all of the steps in Activities 3.16-3.24. | 0.000 |
| **2** | Complete Activity 3.16 Opening and Saving and Existing Database, Renaming Objects, and Viewing a Table Relationship. | 0.000 |
| **3** | Complete Activity 3.17 Creating a Report by Using the Report Tool and Applying a Theme to the Report. | 0.000 |
| **4** | Complete Activity 3.18 Modifying a Report in Layout View. | 25.000 |
| **5** | Complete Activity 3.19 Printing a Report. | 0.000 |
| **6** | Complete Activity 3.20 Creating a Report by Using the Report Wizard. | 20.000 |
| **7** | Complete Activity 3.21 Formatting and Deleting Controls in Layout View. | 10.000 |
| **8** | Complete Activity 3.22 Modifying Controls in Layout View. | 25.000 |
| **9** | Complete Activity 3.23 Aligning Controls in Design View. | 10.000 |
| **10** | Complete Activity 3.24 Keeping Grouped Data Together in a Printed Report. | 10.000 |
| **11** | Save and close the file, and then submit for grading. | 0.000 |

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