**GO16\_AC\_CH04\_GRADER\_4B\_HW - IT Tasks**

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

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a04B\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 4B and complete all of the steps in Activities 4.13-4.23. | 0 |
| **2** | Read Activity 4.13 Creating a Table in Design View. | 15 |
| **3** | Read Activity 4.14 Adding Fields to a Table in Design View. Save the table as **4B Tasks**. | 15 |
| **4** | Complete Activity 4.15 Creating a Lookup Field Based on a List of Values. | 10 |
| **5** | Complete Activity 4.16 Creating a Lookup Field Based on Data in Another Table. | 10 |
| **6** | Complete Activity 4.17 Creating an Input Mask Using the Input Mask Wizard. | 5 |
| **7** | Complete Activity 4.18 Creating an Input Mask Using the Input Mask Properties Box. | 10 |
| **8** | Complete Activity 4.19 Specifying a Required Field. | 5 |
| **9** | Complete Activity 4.20 Setting Default Values for Fields. | 5 |
| **10** | Complete Activity 4.21 Indexing Fields in a Table. | 5 |
| **11** | Complete Activity 4.22 Creating Data Validation Rules and Validation Text. | 10 |
| **12** | Complete Activity 4.23 Testing Table Design and Field Properties. | 10 |
| **13** | If necessary, close all database objects and open the Navigation Pane. Close Access and submit the database as directed. | 0 |
|  | **Total Points** | **100** |