**GO16\_AC\_CH06\_GRADER\_6A\_HW - Locations**

**Project Description:**

*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.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a06A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 6A and complete all of the steps in Activities 6.01-6.10 except where changes are indicated below. Do not print unless required by your instructor. | 0 |
| **2** | Complete Activity 6.01 Creating a Form in Design View. Do not save the database with a new name. Save the form as **6A Sales Form**. | 10 |
| **3** | Complete Activity 6.02 Adding Sections to a Form. In Step 6, in the label control in the footer, type **Designed by Francine Maher**. | 10 |
| **4** | Complete Activity 6.03 Changing Controls on a Form. | 10 |
| **5** | Complete Activity 6.04 Adding Controls to a Form. | 15 |
| **6** | Complete Activity 6.05 Adding a Background Color. | 5 |
| **7** | Complete Activity 6.06 Adding a Background Picture to a Form. | 10 |
| **8** | Complete Activity 6.07 Modifying the Borders of Controls. | 10 |
| **9** | Complete Activity 6.08 Adding a Message to the Status Bar. | 10 |
| **10** | Complete Activity 6.09 Creating Custom ControlTips. | 10 |
| **11** | Complete Activity 6.10 Changing the Tab Order Do not print in Step 16. | 10 |
| **12** | Save and close the file, and then submit the *a06A\_Start.accdb* database for grading. | 0 |
|  | **Total Points** | **100** |