**GO16\_AC\_CH07\_GRADER\_7G\_HW - Garden Tours**

**Project Description:**

*In this project, you will create a form in Design view, add fields to a tab control and place them as required, and then resize them. You will then create a report using the Report Wizard and modify its design.*

**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 Access database named *go\_a07\_grader\_h3.accdb*. | 0 |
| **2** | Open the 7G Featured Gardens and Tours Form in Design view. Set the height of the Detail section to 3". | 8 |
| **3** | In the Detail section, add a tab control at the 0.25-inch mark on the vertical and horizontal rulers. Extend the right edge of the tab control to the 5-inch mark on the horizontal ruler. | 10 |
| **4** | Add the Caption **Garden** to the first page of the tab control. | 8 |
| **5** | Add the Garden Name, Location, and State/Country fields to the Garden tab at the 1.5-inch mark on the horizontal ruler and the 0.75-inch mark on the vertical ruler. | 12 |
| **6** | On the Garden tab, extend the width of the three text box controls to the 4.5-inch mark on the horizontal ruler. | 10 |
| **7** | Add the Caption **Tours** to the second page of the tab control. | 8 |
| **8** | Add the Times, Costs, and Reservations fields to the Tours tab at the 1.5-inch mark on the horizontal ruler and the 0.75-inch mark on the vertical ruler. View the form in Form view. Save and close the form. | 12 |
| **9** | Create a report using the Report Wizard based on the 7G Garden and Tours Query. Add all of the Available Fields (in order) to the report. Do not add any grouping. Sort the report by Subject in Ascending order. Use the Tabular layout and Landscape orientation. Save the report as **7G Featured Gardens** and then modify the report's design. | 12 |
| **10** | Change the font color of the title control to Red, Accent 2 and the font size to 24. Set the width of the title control to 4". | 10 |
| **11** | Resize the controls so the report width can be adjusted to 9.5 inches. Change the report width to 9.5 inches. Save the report. View the report in Layout view. When the parameter prompt appears, enter **Biltmore Estate**. Close the report. | 10 |
| **12** | Open the Navigation Pane, if necessary. Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |