**GO16\_AC\_CH08\_GRADER\_8A\_HW - Employee Records**

**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. 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 *a08A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 8A and complete all of the steps in Activities 8.01-8.07 except where changes are indicated below. Do not print unless required by your instructor. | 0 |
| **2** | Complete Activity 8.01 Creating a Standalone Macro. Do not save the database with a new name. Save the macro as **8A Open 8A Employee Information Form**. | 15 |
| **3** | Complete Activity 8.02 Opening a Form in Its Own Window. | 10 |
| **4** | Complete Activity 8.03 Creating a Standalone Macro That Executes Automatically. | 15 |
| **5** | Complete Activity 8.04 Adding Multiple Actions to an Existing Standalone Macro. | 30 |
| **6** | Complete Activity 8.05 Creating an Embedded Macro on a Form. | 15 |
| **7** | Complete Activity 8.06 Creating an Embedded Macro on a Report. | 15 |
| **8** | Complete Activity 8.07 Printing Macro Details. In Step 12, do not print unless required by your instructor. | 0 |
| **9** | Save and close the file, and then submit the *a08A\_Start.accdb* database for grading. | 0 |
|  | **Total Points** | **100** |