**GO16\_AC\_CH09\_GRADER\_9A\_HW - Liberty Motors**

**Project Description:**

*This project will be completed by following the Activities in the Project 9A 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 *a09A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 9A and complete all of the steps in Activities 9.01-9.08 except where changes are indicated below. Do not print unless required by your instructor. | 0 |
| **2** | Complete Activity 9.01 Preparing a Word Table for Importing. Save the document as **9A\_Employees\_Table**. | 0 |
| **3** | Complete Activity 9.02 Importing Data from a Word Table. Save the table as **9A Employees**. | 15 |
| **4** | Complete Activity 9.03 Importing Data from an Excel Spreadsheet. Save the table as **9A Cars**. | 15 |
| **5** | Complete Activity 9.04 Appending Data from Excel to an Access table. | 10 |
| **6** | Complete Activity 9.05 Creating a Query and a Report. Save the query as **9A Ford Cars Query**. Save the report as **9A Ford Cars Report**. | 20 |
| **7** | Complete Activity 9.06 Inserting an Excel Chart into a Report. | 10 |
| **8** | Complete Activity 9.07 Importing Data from Another Database. | 15 |
| **9** | Complete Activity 9.08 Linking to a Table in Another Access Database. Do not change the table's name. | 15 |
| **10** | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |