**GO16\_AC\_CH09\_GRADER\_9B\_HW - Used Inventory**

**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.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a09B\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 9B and complete all of the steps in Activities 9.09-9.15 except where changes are indicated below. Do not print unless required by your instructor. | 0 |
| **2** | Complete Activity 9.09 Exporting an Access Query to Word. With the Word document displayed, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **AccessQuery**.   In the database, create a blank form in Design view, and then, in the Detail section, insert the image file, *AccessQuery*, into it. Save the form as **9B Query**. | 15 |
| **3** | Complete Activity 9.10 Exporting an Access Report to Word. With the Word document displayed, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **WordReport**.   In the database, create a blank form in Design view, and then, in the Detail section, insert the image file, *WordReport*, into it. Save the form as **9B Word Report**. | 15 |
| **4** | Complete Activity 9.11 Merging an Access Table with a Word Document. With the custom memo displayed, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **CustomMemo**.   In the database, create a blank form in Design view, and then, in the Detail section, insert the image file, *CustomMemo*, into it. Save the form as **9B Custom Memo**. | 25 |
| **5** | Complete Activity 9.12 Exporting Selected Records to Excel. | 0 |
| **6** | Complete Activity 9.13 Copying Selected Records to an Existing Workbook. With the Chevrolet worksheet displayed, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **ExcelExport**.   In the database, create a blank form in Design view, and then, in the Detail section, insert the image file, *ExcelExport*, into it. Save the form as **9B Excel Export**. | 15 |
| **7** | Complete Activity 9.14 Exporting a Report to an HTML File. With the webpage displayed, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **HTMLReport**.   In the database, create a blank form in Design view, and then, in the Detail section, insert the image file, *HTMLReport*, into it. Save the form as **9B HTML Report**. | 15 |
| **8** | Complete Activity 9.15 Exporting a Report to an XML File. With the Notepad window displayed, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **XMLReport**.   In the database, create a blank form in Design view, and then, in the Detail section, insert the image file, *XMLReport*, into it. Save the form as **9B XML Report**. | 15 |
| **9** | Close all database objects. Close the database and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |