**GO16\_AC\_CH10\_GRADER\_10A\_HW - Lawyers**

**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 *a10A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 10A and complete all of the steps in Activities 10.01-10.12 except where changes are indicated below. Do not print unless required by your instructor | 0 |
| **2** | Complete Activity 10.01 Create a Navigation Form Using the Navigation Form Tool. Save the form using the default name *Navigation Form*. | 15 |
| **3** | Complete Activity 10.02 Using the Table Analyzer. In Step 5, change the table name to **10A Applicants** and in Step 6 change the table name to **10A Recruitment Events**. | 15 |
| **4** | Complete Activity 10.03 Using the Performance Analyzer. In Step 4, save the query as **10A Paralegal Assignments**. | 10 |
| **5** | Complete Activity 10.04 Viewing Object Dependencies. | 0 |
| **6** | Complete Activity 10.05 Modifying Access Options. | 0 |
| **7** | Complete Activity 10.06 Customizing the Quick Access Toolbar. | 0 |
| **8** | Complete Activity 10.07 Setting Current Database Options. | 15 |
| **9** | Complete Activity 10.08 Setting Navigation Options. In Step 11, instead of adding *Lastname Firstname* to the beginning of the object names, add the text **10A** and then press SPACEBAR. | 15 |
| **10** | Complete Activity 10.09 Splitting a Database. Start a second instance of Access so you can use your screen snips in the *a10A\_Start.accdb* database. Instead of pasting to a Word document in Step 6, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **FE**. Skip Step 8.  Return to the *a10A\_Start.accdb* database, create a blank form in Design view, and then, in the Detail section, insert the image file, *FE.jpg*, into it. Save the form as **10A Front End**. | 10 |
| **11** | Complete Activity 10.10 Encrypting a Database with a Password. Instead of pasting to a Word document in Step 4, use the Snipping Tool to create a screenshot of the screen, and then save the file as a JPEG using the file name **Password**.   Return to the *a10A\_Start.accdb* database, create a blank form in Design view, and then, in the Detail section, insert the image file, *Password.jpg*, into it. Save the form as **10A Encrypt**. | 10 |
| **12** | Complete Activity 10.11 Decrypting a Database with a Password. | 0 |
| **13** | Complete Activity 10.12 Creating a Secure ACCDE File. Change the Navigation Pane view to Tables and Related Views. | 10 |
| **14** | Save and close the file, and then submit the *a10A\_Start.accdb* database for grading. | 0 |
|  | **Total Points** | **100** |