**GO16\_AC\_CH09\_GRADER\_9G\_AS - Grooming Schedule**

**Project Description:**

*In this project, you will import tables to a blank database from Excel and text files. You will create a report and export it as an HTML format. Additionally, you will make a screenshot of the HTML document and paste it into a new Access form.*

**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\_a09\_grader\_a3.accdb*. | 0 |
| **2** | Create a table in the database by importing the downloaded Excel workbook named *9\_Groomer\_Info.xlsx*. Indicate that the first row contains column headings. Change the data type for the Postal Code field to Short Text and let Access add the primary key. Name the imported table as **Groomer Information**. Do not save the import steps. | 15 |
| **3** | Open the Groomers Information table, apply Best Fit to all columns, and then filter it so that only groomers in the DTN and STH locations display (6 records). Save and close the filtered table. | 14 |
| **4** | Create a table in the database by importing the downloaded tab-delimited text file named *9\_Schedule.txt*. Use the first row of the file as field names, and select no primary key. | 11 |
| **5** | Continuing with the wizard, name the imported table as **Grooming Schedule**. Accept all other default options. Do not save the import steps. | 3 |
| **6** | Create a simple report based on the Grooming Schedule table that will open in Layout view. | 12 |
| **7** | Add the downloaded *9\_Logo.jpg* file as a logo to the report header. | 10 |
| **8** | View the report in Design view. Set the Size Mode property of the logo control to Zoom. Set the width of the control to **.5** inches and set the height to **1** inch. | 12 |
| **9** | Set the width of all label controls in the Page Header and text box controls in the Detail section to **1.25** inches each. | 7 |
| **10** | In the Page Footer section, delete the Page Number control. | 3 |
| **11** | Set the width of the report to 8 inches. View the report in Print Preview, then save the report as **Grooming Schedule Report**. Close the report. | 3 |
| **12** | Export the report as an HTML Document. Open the destination file after the export is complete, accepting all other default options. Use the Snipping Tool to create a screenshot of your screen, and save the file as a JPEG using the file name **HTMLReport**.   Create a blank form in Design view and then, in the Detail section, insert the image file, *HTMLReport*, into it. Save the form as **Scheduling Form**. | 10 |
| **13** | Save the database. Close the database, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |