**GO16\_AC\_CH02\_GRADER\_2A\_HW - Instructors and Courses**

**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 *a02A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 2A and complete all of the steps in Activities 2.01-2.17. | 0.000 |
| **2** | Complete Activity 2.01 Opening and Saving an Existing Database. | 0.000 |
| **3** | Complete Activity 2.02 Resolving Security Alerts and Renaming Tables. Do not rename tables. | 0.000 |
| **4** | Complete Activity 2.03 Selecting the Tables and Common Field to Establish the Table Relationship. | 0.000 |
| **5** | Complete Activity 2.04 Setting Relationship Options. | 5.000 |
| **6** | Complete Activity 2.05 Printing and Saving a Relationship Report. Save the report as **2A Relationships**. | 5.000 |
| **7** | Complete Activity 2.06 Displaying Subdatasheet Records. | 0.000 |
| **8** | Complete Activity 2.07 Testing Cascade Options. | 10.000 |
| **9** | Complete Activity 2.08 Sorting Records in a Table in Ascending or Descending Order. | 0.000 |
| **10** | Complete Activity 2.09 Sorting Records in a Table on Multiple Fields. | 0.000 |
| **11** | Complete Activity 2.10 Creating a New Select Query in Design View. | 0.000 |
| **12** | Complete Activity 2.11 Running, Saving, Printing, and Closing a Query. Save the query as **2A Instructors Query**. | 10.000 |
| **13** | Complete Activity 2.12 Copying an Existing Query. Paste the query as **2A Instructor IDs Query**. | 10.000 |
| **14** | Complete Activity 2.13 Modifying the Design of a Query. | 10.000 |
| **15** | Complete Activity 2.14 Sorting Query Results. Paste the query as **2A Department Sort Query**. | 10.000 |
| **16** | Complete Activity 2.15 Specifying Text Criteria in a Query. Save the query as **2A IST Query**. | 15.000 |
| **17** | Complete Activity 2.16 Specifying Criteria and Hiding the Field in the Query Results. Save the query as **2A Professor Query**. | 15.000 |
| **18** | Complete Activity 2.17 Using Is Null Criteria to Find Empty Fields. Save the query as **2A No Credits Query**. | 10.000 |
| **19** | Save and close the file, and then submit the *Lastname\_Firstname\_2A\_Instructors\_Courses.accdb* database for grading. | 0.000 |

| **Total Score** | **100.000** |
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