**GO16\_AC\_CH03\_GRADER\_3F\_AS - Contractor Services**

**Project Description:**

*In this project, you will use a database to track facility and contractor services for an open house for prospective college students. You will create reports, modify a report in Layout view and Design view, group data in a report, and keep grouped data together for a printed report.*

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Open the downloaded file named *go\_a03\_grader\_a2\_Contractor\_Services.accdb* and then enable the content. View the relationship between the Contractors table and the Facility Services table. One contractor can provide many facility services. Close the Relationships window. | 0 |
| **2** | Use the Report tool to create a report based on the Setup and Tear Down Job Costs Query object. | 10 |
| **3** | With the report displayed in Layout view, apply the Facet theme to only the report. Delete the Job ID and Contractor ID fields from the report. Change the width of the Contractor Last Name and Contractor First Name text box controls to **2** inches. Change the width of the Category text box controls to **1.25** inches. | 10 |
| **4** | With the report displayed in Layout view, sort the records in ascending order by the Date field. Change the width of the Job Cost text box controls to **0.75** inch. | 4 |
| **5** | At the bottom of the report and in Layout view, change the height of the calculated control that displays *$1440* to **0.25** inch. For the page number control, set the Left property to **2.75** inches. | 4 |
| **6** | With the report displayed in Layout view, select the title of the report and change the font size to 16. In the title, change the word *Query* to **Report**. In the body of the report, select the Date field name and set the Left property to **0.25** inch (the Date text box controls move to the right, and all of the other fields also move to the right). Save the report as **Setup and Tear Down Job Costs Report**, close the Property Sheet, and then close the report. | 12 |
| **7** | Use the Report Wizard to create a report based on the Facility Services table. Add the following fields (in this order) to the report: Category, Service Description, and Job Cost. Group the records by the Category field. | 14 |
| **8** | Sort the records in ascending order by the Service Description field. Summarize the report by summing the Job Cost field. | 6 |
| **9** | Be sure the layout is Stepped and the orientation is Portrait. Name the report **Job Cost by Category Report**, and then finish the wizard. | 6 |
| **10** | Display the Job Cost by Category Report in Layout view. Apply the Wisp theme to this report only. Select the title of the report, change the font size to 16, and then apply bold. Apply bold to the three label controls that display the field names. | 6 |
| **11** | With the Job Cost by Category Report displayed in Layout view, delete the control that begins with Summary for 'Category'. Change the width of the Service Description text box controls to **2.75** inches and the height to **0.375** inch. Save the report. | 4 |
| **12** | With the Job Cost by Category Report displayed in Layout view, select the Job Cost label control, the Job Cost text box controls that display a truncated # symbol, and the calculated controls for the total Job Cost that display a truncated # symbol, and the calculated control for the Grand Total that displays a truncated # symbol. Change the width of the selected controls to **1** inch, and set the Left property to **6** inches. Save the report. | 6 |
| **13** | With the Job Cost by Category Report displayed in Layout view, change the text in the label control that displays Sum to **Total Job Cost by Category**. For the same control, set the Left Property to **3.5** inches and the width to **2.1**. At the bottom of the report, change the width of the Grand Total label control to **1** inch. Close the Property Sheet, and save the report. | 6 |
| **14** | Display the Job Cost by Category Report in Design view. Select the following two controls: the Total Job Cost by Category label control (in the Category Footer section) and the Grand Total label control (in the Report Footer section). Align the right edges of the two selected controls. Save the report. | 4 |
| **15** | Display the Job Cost by Category Report in Print Preview as two pages, and notice how the groupings break across the pages. Display the report in Layout view, and then open the Group, Sort, and Total pane. Set the grouping option so that each group of category records is kept together on one page when the report is printed, and then close the Group, Sort, and Total pane. Display the report in Print Preview, and notice that the groupings are not split between pages. Save the report, and then close the report. | 8 |
| **16** | If necessary, close all database objects and open the Navigation Pane. Close Access and submit the database as directed. | 0 |
|  | **Total Points** | **100** |