**GO16\_AC\_CH04\_GRADER\_4A\_HW - City Directory**

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

**Instructions:**

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

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Open the file *a04A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 4A and complete all of the steps in Activities 4.01-4.12. | 0 |
| **2** | Read Activity 4.01 Backing Up a Database | 0 |
| **3** | Read Activity 4.02 Adding File Locations to Trusted Locations. | 0 |
| **4** | Complete Activity 4.03 Duplicating a Table and Modifying the Structure. Save the table as **4A Departments Revised**. | 10 |
| **5** | Complete Activity 4.04 Copying and Appending Records to a Table. Paste the table as **4A Employees**. | 12 |
| **6** | Complete Activity 4.05 Splitting a Table into Two Tables. Save the first table as **4A Employees Office**. Save the second table as **4A Employees Personal**. | 13 |
| **7** | Complete Activity 4.06 Appending Records from Another Database. | 10 |
| **8** | Complete Activity 4.07 Finding and Deleting Records | 10 |
| **9** | Complete Activity 4.08 Finding and Modifying Records | 10 |
| **10** | Complete Activity 4.09 Adding and Moving Fields in Design View and Datasheet View | 10 |
| **11** | Complete Activity 4.10 Checking Spelling | 5 |
| **12** | Complete Activity 4.11 Changing Data Types | 10 |
| **13** | Complete Activity 4.12 Attaching a Word Document to a Record | 10 |
| **14** | Save and close the file, and then submit for grading. | 0 |
|  | **Total Points** | **100** |