**GO16\_AC\_CH07\_GRADER\_7A\_HW - MWB Schedule**

**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 *a07A\_Start.accdb* downloaded with this project. Then, in your textbook, turn to Project 7A and complete all of the steps in Activities 7.01-7.08 except where changes are indicated below. Do not print unless required by your instructor | 0 |
| **2** | Complete Activity 7.01 Creating a Split Form Using the Split Form Tool. Do not save the database with a new name. Save the form as **7A MWB Employees Split Form**.  Note, the Attachment field is not present in this version of the project. | 5 |
| **3** | Complete Activity 7.02 Formatting a Split Form. In Step 14, in the title control do not add your Lastname Firstname. Do not perform the actions related to the Photo Attachment Control. | 20 |
| **4** | **Read** Activity 7.03 Converting an Existing Form into a Split Form. **Do not complete the steps.** | 0 |
| **5** | Complete Activity 7.04 Creating a Form and Subform Using the Form Tool. In Step 7, save the form as **7A TV Shows and Advertisers**. | 20 |
| **6** | Complete Activity 7.05 Creating a Form and a Subform Using the Form Wizard. In Step 5, save the form as **7A Advertiser Info Form**. Save the subform as **7A TV Shows Subform**. | 15 |
| **7** | Complete Activity 7.06 Modifying a Form and a Subform. In Step 9, in the title label control, do not move anything to the second line. | 20 |
| **8** | **Read** Activity 7.07 Creating a Subform by Dragging a Related Tables onto an Existing Form. **Do not complete the steps.** | 0 |
| **9** | Complete Activity 7.08 Creating a Multi-Page Form Using the Tab Control. In Step 15, change the title of the form to **7A Employees Tab Control Form**. Skip Step 16-18. In Step 19, rename the form as **7A MWB Employees Tab Control Form**. Do not perform the actions related to the Photo Attachment Control. | 20 |
| **10** | Save and close the file, and then submit the *a07A\_Start.accdb* database for grading. | 0 |
|  | **Total Points** | **100** |