CCSI 1200 / ASSC 1000 Assignment #4

Due date: Monday, November, 9th, 2:30pm.

Hand in: This assignment must be submitted electronically, on <u>Dalhousie BLS</u> with the assignment dropbox (**not by BLS email!**), and not as hard copy in class.   You must submit the Office files, not PDFs.

Notes:

- Read the Dalhousie Policy on Plagiarism.
- All course assessments including labs, assignments and exercises must be handed in <u>on time</u> by the specified due date. Work handed in late will not be considered and will be graded zero.
- All grades for all assessments are <u>final</u> and not subject to negotiation. Changes to grades will only be made when an error has been made in the addition of marks.
- Answers will be graded on quality and completeness.
- If you're comfortable doing this without help from the TA, you may do it on your own. In that case, you do not need to attend a lab session, your work will be verified based on your submitted document. But, you will not be given any additional help if you do not attend your lab!

Weighting in Course = 8%

For the following questions you can find the required source materials (text, images, etc) on the course webpage or in the Student Resource CD that comes with *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*). A copy of the book will be available for short term loan at the library circulation desk.

Part I: [20 marks] In this part, you are to complete <u>Project 12C – Departments</u> as described in *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*).   In this project you will:

1. Start Access and create a new blank database
2. Add records to a table
3. Rename table fields in datasheet view
4. Modify the design of a tale
5. Add a second table to a database
6. Print a table
7. Create and use a query
8. Create and use a form
9. Create and print a report

10. Close and save a database

Part II: [20 marks] In this part, you are to complete <u>Project 13D – Concerts and Sponsors</u> as described in *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*).   In this project you will:

1. Create a new table by importing an Excel spreadsheet
2. Specify numeric criteria in a query
3. Use compound criteria
4. Create a query based on more than one table
5. Use Wildcards in a query
6. Use calculated fields in a query
7. Group data and calculate statistics in a query

Part III: [24 marks] In this part, you are to complete <u>Project 14G – Career Bookstore</u> as described in *GO! with Microsoft Office 2007 Introductory* (*3rd Edition*).   In this project you will:

1. Create a form
2. Use a form to Add and Delete Records
3. Create a form by using the form wizard
4. Modify a Form in Design View and in Layout View
5. Filter Records
6. Create a report by using the Report Tool
7. Create a report using the Blank Report Tool
8. Create a report using the Report Wizard
9. Modify the design of a report
10. Print a report and keep data together