**Literary Festival Events**

**Project Description:**

*In this project, you will use a database template and create database objects to track events for the Literary Festival at a college. You will enter records into the Events table using a multiple-items form and a single-items form. You will append data from Excel to the Events table. You will create a second table in the database that tracks contact information for the festival events.*

**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\_a01\_grader\_a2\_Literary\_Events.accdb*, and enable the content. | 0 |
| **2** | In the Event List multiple-items form that opened automatically, in the new record row, enter the following two records (the Start Time and End Time data will reformat automatically):  Title: **Conversation with Aliyah Jones** Start Time: **9/11/18 10a** End Time: **9/11/18 12p** Description: **African American Nonfiction** Location: **Northeast Campus Theater** Title: **Faculty/Student/Staff Readings** Start Time: **9/11/18 2p** End Time: **9/11/18 4p** Description: **Favorite Passages** Location: **Southeast Campus Forum** | 10 |
| **3** | In the Event List form, click New Event, and in the Event Details single-record form, enter the following record (the Start Time and End Time data will reformat automatically):  Title: **An Evening with Michael Evans**  Start Time: **9/11/18 7p**  End Time: **9/11/18 9p** Location: **Northwest Campus Atrium** Description: **Historical Writings** | 10 |
| **4** | Close the Event Details single-record form, and then close the Event List form. Append the records from the downloaded Excel file *go\_a01\_grader\_a2\_Literary\_Events.xlsx* to the Events table. | 11 |
| **5** | Open the Navigation Pane. In the Navigation Pane, organize the objects by Tables and Related Views. Open the Events table (the table has 13 records). Apply Best Fit to all of the fields in the table, and then save the table. Close the Events table. | 11 |
| **6** | In Datasheet view, create a new table. Beginning in the second column of the table and using the data type of Short Text, create the **Campus**, **Last Name**, **First Name**, **Phone Number**, and **Email Address** fields (in that order). | 20 |
| **7** | For the ID field, change the data type to Short Text and rename the field to **Contact ID**. | 6 |
| **8** | Starting in the Contact ID field, add the following two records to the new table: **C-01**|**Northeast**|**Woodward**|**Jean**|**(512) 555-3704**|**jwoodward@tlcc.edu C-02**|**Southeast**|**Snyder**|**Amanda**|**(512)** [**555-8391|asnyder@tlcc.edu**](mailto:555-8391|asnyder@tlcc.edu) | 12 |
| **9** | Starting in the Contact ID field, add the following two records to the new table:  **C-03**|**Northwest**|**Bass**|**Jordan**|**(512) 555-1740**|**jbass@tlcc.edu C-04**|**Southwest**|**Sweeney**|**Megan**|**(512) 555-7832**|**msweeney@tlcc.edu** | 12 |
| **10** | Apply Best Fit to all of the fields in the table, and then save the table as **Festival Contacts**. | 8 |
| **11** | Close all database objects, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |