**Recruiting Events**

**Project Description:**

*In this project, you will use a database template and create database objects to track recruiting events for 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 recruiters.*

**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\_h2\_Recruiting\_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 record (the Start Time and End Time data will reformat automatically):  Title: **Health Professions**  Start Time: **6/1/18 8a** End Time: **6/1/18 12p** Description: **Science Students** Location: **Hill Country High School** | 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: **New Students**  Location: **Brazos Convention Center** Start Time: **6/1/18 10a**  End Time: **6/1/18 3p**  Description: **College Fair** | 10 |
| **4** | Close the Event Details single-record form, and then enter the following two records in the Event List multiple-items form (the Start Time and End Time data will reformat automatically):  Record 3: Title: **Information Technology** Start Time: **6/2/18 9a** End Time: **6/2/18 12p** Description: **Technical Students** Location: **Round Rock Technical Center**  Record 4: Title: **International Students** Start Time: **6/2/18 2p** End Time: **6/2/18 5p** Description: **Open House** Location: **Southeast Campus** | 20 |
| **5** | Close the Event List form. Append the records from the downloaded Excel file *go\_a01\_grader\_h2\_Recruiting\_Events.xlsx* to the Events table. | 10 |
| **6** | 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, save the table, and then close the table. | 6 |
| **7** | 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 **Location**, **Last Name**, **First Name**, **Email Address**, and **Business Phone** fields (in that order). | 10 |
| **8** | For the ID field, change the data type to Short Text and rename the field to **Recruiter ID**. | 4 |
| **9** | Starting in the Recruiter ID field, add the following two records to the new table: **R-01**|**Hill Country High School**|**Rostamo**|**Robyn**|**rrostamo@hillcohs.sch**|**(512) 555-3410 R-02**|**Brazos Convention Center**|**Hart**|**Roberto**|**rlhart@brazosconv.ctr**|**(512) 555-1938** | 12 |
| **10** | Starting in the Recruiter ID field, add the following two records to the new table:  **R-03**|**Round Rock Technical Center**|**Sedlacek**|**Belinda**|**bsedlacek@rrocktech.sch**|**(512) 555-0471 R-04**|**Southeast Campus**|**Nguyen**|**Thao**|**tnguyen@tlcc.edu**|**(512) 555-2387** | 12 |
| **11** | Apply Best Fit to all of the fields in the table, and then save the table as **Recruiters**. | 6 |
| **12** | Close all database objects, and then exit Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |