Major Event Planning

**WEDDING / GRADUATION PARTY / FAMILY REUNION / BIRTHDAY PARTY**

**Directions:** This project will implement word processing, spreadsheet, database, and web design skills while you plan your event! This event will need to accommodate 100 people. Make sure you develop a theme (look, color, graphics) and that your theme is used in each task of the following task:

1. **Database** – Set up your *guest list* with a minimum of 20 records using the directions below. If you can’t think of 20 records be creative and include imaginary guests! Remember to do this in Microsoft Access.
2. Start, programs, Microsoft Office, Access, click on blank database
3. File Name: Your name Major Event Planning, click create
4. Create your field names: Title, First Name, Last Name, Address, City, State, Zip, RSVP, and Hotel

a) Make sure you enter this in the field name area (yellow) and not as the first record

b) Leave the id field heading alone, don’t worry about the numbers and they jump all around

1. Save table as Your Last Name Guest List (right click on table 1 tab, save, . . . .)
   1. Now enter data for each record (guest/family)
      1. Hint: Hotel is yes or no and RSVP is a number (How many people are coming)
      2. **You must have at least 5 guest that RSVP 0**
2. Change font color for records
3. All fields should be – Ascending by last Name (Hint: click in last name field then click ascending)
4. Change paper to landscape (Office button, print, print preview, landscape)
   1. Fit database to one page before you hit print
5. **PRINT (hold onto it until you have finish the assignment)**
6. Insert a new field before RSVP field call it Family Size (click on RSVP field, click on datasheet tab, insert)
7. Enter number of Family members (not all family member go to the wedding)
8. Delete Hotel Field
9. Filter: Show guest that are only coming (does not contain 0)
   1. Hint: Click in the RSVP column then click on filter button
10. Descending order by last name
11. Change paper to landscape, fit database to one page
12. **PRINT (staple together with part 1 on top, hand in)**