

**Access
Lesson****3****Challenge Yourself Project
10 Create Reports**

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Opened the Sports database			
Created a report based on the form in file Product-9			
Added group headers to the report			
Saved the report as ProdReport-[your first initial and last name]10			
With your teacher's permission, printed the report			
Created a Word document listing five types of data that are often easier to read when divided into groups			
Double-checked your work			