

CHAPTER

11

Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to digicom.glencoe.com and click on **Chapter 11, Self-Assessment**.
Or:
Ask your teacher for a personal copy.

Rank Your Understanding

Lesson	Topic	4	3	2	1
11.1	• Identify fields, records, and entries				
	• Enter data into a database				
	• Design a data table				
	• Edit data types				
11.2	• Sort records in ascending or descending order				
	• Create a query				
	• Search for specific data in a query				
	• Create a report				
	• Edit a report in Design view				
11.3	• Locate downloadable online databases				
	• Download database templates				
	• Edit a downloaded database				
11.4	• Add a database report to a Word document				
	• Copy database information into Excel				
11.5	• Create a Web page from a database table				
	• View a data access page in a Web browser				
	• Navigate a database Web page				

If you ranked all topics 4, congratulations! Consider doing a quick review.
 If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.