

**Integrating Applications Unit**

**5**

**Making Connections Gather, Organize, and Present Data**



**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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Using the Internet or library, gathered information about five species of marine life			
For each species, found the common name, scientific name, and primary habitat			
Created an Access table with the fields <i>Species</i> , <i>Common Name</i> , <i>Scientific Name</i> , and <i>Habitat</i>			
Keyed the information that you gathered into the table			
Copied the table in Access			
Pasted the table into a new Word document			
Used AutoFormat to format the table			
Copied the formatted table in Word			
Used Paste Special to paste the table into a blank PowerPoint slide			
Added a title and applied a background color to the slide			