Name _____ Period _____ Date_____

Access Lesson 1

**Challenge Yourself Project
10 Plan a Database**

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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**
Created a new Word document			
Described the purpose of the database in the Word document			
Identified the first field to be included in the database			
Identified the second field to be included in the database			
Identified the third field to be included in the database			
Identified the fourth field to be included in the database			
Identified the fifth field to be included in the database			
Identified any other fields to be included in the database			
Asked your teacher where and how to save your database			