

**Integrating Applications Lesson 3** **Challenge Yourself Project 10 Prepare a Report**



**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
Created a report based on the Projects table			
Saved the report as Projects-[your first initial and last name]10			
Viewed the report in Design View			
Deleted the report header			
Imported the object from the data file Art_header.doc into the report header			
Double-checked your work			