

**Advanced  
Integrating  
Applications  
Lesson**

**1**

**Challenge Yourself Project  
11 Identify Information**



**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 o your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Keyed a memo to your supervisor explaining the data you are submitting			
In the memo, inserted a table identifying the names of faculty and their field of expertise			
Used the Faculty table in the data file Clancy.mdb to develop the table			
Inserted the table as a query			
Included only the fields First Name, Last Name, and Expertise			
Edited the table so it only contains faculty members who have writing expertise			
Formatted the table as necessary			
Double-checked your work			
Saved the memo as ia1-rev[your first initial and last name]11			